



# COUNTY OF NYE

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## CLASS TITLE: BAILIFF

### BASIC FUNCTION:

Perform basic law enforcement duties within the courthouse in accordance with court rules and regulations and to maintain public safety, peace and order.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Patrols the courthouse and courthouse property in order to enforce court regulations, observe activity of people present, prevent and discover commissions of crimes, and preserve law and order.
2. Preserve order in the court and within the hearing of the court, attend the needs of the jury, and open and close court. Enforce court rules, local, state, and federal laws and regulations.
3. Prevent all persons from coming within the bar, except officers of the court, attorneys and parties to, or jurors or witnesses in the cause or matter being tried or heard. Keep the passageway to the bar clear for ingress or egress.
4. Search court facilities and proceeding participants for contraband and weapons. Take custody of and supervise prisoners during court proceedings.
5. Initiate required court documents. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.
6. Transport prisoners between court and the county jail; transport individuals who have been detained by other jurisdictions on warrants. Provide security escort services for the Court and other County staff members as directed.
7. Answers and responds to calls and complaints regarding crimes against property and crimes against persons to include homicides, shootings, fires, automobile accidents, drug violations, juvenile problems, civil disobedience, and other violations of the law in the court or on the courthouse property.
8. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area.
9. Secures the scene of crime and conducts preliminary criminal investigations, interviews witnesses, and gathers evidence.
10. Administers first aid when a medical condition occurs.
11. Serve court orders regarding civil or criminal process, which are specifically directed by the Court or the presiding Judge. Contact and cooperate with other

law enforcement agencies in matters relating to the appearance of offenders and the investigation of offenses.

- 12. Apprehend, arrest and maintain temporary custody of offenders and individuals sought on arrest warrants and other court orders, as well as crimes that occurred in the courthouse or on courthouse property
- 13. Interacts with the general public in advising on laws, ordinances and other information; interviews persons with complaints and gives them proper direction
- 14. Performs duties on assignment if a call is received from the public in accordance with correct policies and procedures.
- 15. Presents evidence and testimony in court regarding a variety of criminal complaints and indictments.
- 16. Research, develop, implement and supervise various special program projects and related activities as directed by the Judge. Prepare relevant program/project reports and documents.
- 17. Contribute to special program education and local resource acquisition. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
- 18. Conducts surveillance and investigations in conjunction with other law enforcement agencies.
- 19. Maintain professional competencies through attendance and participation in relevant professional training seminars and conferences and participates in job-related training programs regarding law enforcement procedures, firearms, first aid and related subjects.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from a high school or G.E.D.; successful completion of a recognized course on firearm use and safety; minimum of one (1) year training and/or experience as a bailiff, peace officer, or corrections officer. First Aid and CPR certifications are required. PC and computer software literacy required. Some knowledge/experience with CJIS, NCJIS and NCIC desirable.

**Mandatory Certification:** Employees in this class must be certified by the Peace Officers' Standards and Training (POST) Committee per NRS 289.550 or successfully complete POST training within one (1) year of date of hire.

**LICENSES:**

Valid Nevada driver's license.

**CONTACTS:**

Public, co-workers, department heads and personnel, elected officials, various federal, state and local agency officials, court defendants, criminal suspects, program participants, law enforcement officers, deputy district attorneys, witnesses, and informants.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Demanding physical environment – requires lifting and subduing citizens, running and handling of law enforcement weaponry. Maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles; and contact with physically violent and abusive individuals.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Hazardous conditions – There are environmental conditions that this individual will be exposed to such as courtroom and field environments, occasionally work in an emergency peace control environment, travel from site to site, exposure to hostile environments and individuals, potentially life-threatening conditions and situations, dangerous and violent persons, firearms, human bodily fluids, inclement weather .