

JULY 8, 2021  
**EASTLINE JUSTICE COURT & WELLS JUSTICE COURT**  
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

<b><u>POSITION:</u></b>	<b>Bailiff</b>
<b><u>SALARY:</u></b>	\$22.68 to \$29.59 per Hour, Depending on Experience
<b><u>APPLICATION DEADLINE:</u></b>	Position will remain open until filled. First application review will be the week of July 16, 2021.

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The Eastline Justice Court and Wells Justice Court are currently recruiting for a full-time Bailiff to assist with court security, jury management and case processing. The successful applicant will work under the direct supervision of the Eastline Justice Court Administration in West Wendover, Nevada, and the job duties may include, but are not limited to, the following:

- Ensuring compliance with court dress code and other courtroom requirements;
- Assisting the clerk in the distribution of paperwork to defendants appearing before the Courts and ensuring that necessary paperwork is filled out correctly by the parties
- Making arrangements with the Elko County Sheriff's Office for the transport of persons in custody to and from the jail for hearings;
- Taking persons into custody if required;
- Performing drug testing as needed for litigants or other parties (when so directed by the Courts);
- Maintaining the security of the courtrooms, hallways and lobby areas of the Courts;
- Setting up and operating the video conference systems, court presentation systems and other technological systems in the courtrooms;
- Completing referrals to alcohol monitoring, drug testing and other services for the Courts and monitoring, tracking and keeping detailed reports of all persons referred to these mandated court services;
- Assisting other Court staff in the completion of various office and clerical duties, including preparing orders and other documents as directed by the Judges or Court Administrator;
- Attending all necessary trainings to maintain a current Nevada P.O.S.T. certification and any other court trainings that are mandated by the Judges or Court Administrator; and
- Assisting with the juror check-in process, answering phone calls and messages from jurors, and supervising jurors.

The ideal applicant will have a strong presence and the ability to be assertive with persons that are upset, distraught and emotional without the need for direction from the Court. The successful applicant must be willing to be a team player and fully participate in the functions and responsibilities of two busy and demanding offices. Knowledge of computers and the use of various software applications is essential. This position requires a minimum Category II peace officer certification and prior P.O.S.T. academy completion is preferred.

**APPLICATION PROCESS:**

Those interested may apply by submitting: (1) a completed **employment application** (available online at [www.elkocountynev.net](http://www.elkocountynev.net)); and (2) **resume**, to the Elko County Justice Courts, at the below address. Applicants for the position may be subject to testing and the person hired must successfully complete a criminal history background check.

**Elko County Justice Courts**  
**PO Box 2300**  
**West Wendover, NV 89883**

**\* The Eastline Justice Court and Wells Justice Court are Equal Opportunity Employers \***