



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE:	Bailiff – On Call/Extra Help	DEPARTMENT:	Superior Court
CLOSING DATE:	February 27, 2015, 5 p.m.	POSITION #:	Extra Help
SALARY RANGE:	\$15.00 / hour	FTE:	On Call List
EMPLOYMENT TYPE:	Extra Help Employee	ELIGIBLE FOR BENEFITS:	YES
CONTACT PERSON:	Brooke Marshall	PHONE #:	(360) 786-5559
UNION:	NO		

SUMMARY OF DUTIES:

Responsible for assisting in the orderly and expeditious dispatch of court business by maintaining custody of and coordinating the movement of individual trial jury pools. This position will have substantial contact with all parties in the criminal justice system, including defendants, judges, lawyers, corrections staff and the public. This is an intermittent position with no guarantee of hours. The incumbent(s) will be responsible for the completion of work within general guidelines and under general supervision. Work will be reviewed on a weekly basis for accuracy, progress and adherence to established procedures and policies. Duties may include but are not limited to assisting judges in maintaining order and decorum in the courtroom, maintaining court and jury facilities, assisting the court and counsel with impaneling the jury, providing jury escort to and from the courtroom, providing personal service to the jurors during jury sequestration, transmitting instructions and exhibits from court to jurors, and providing basic administrative support to court administration while the jury is deliberating. The incumbent may participate in the preparation and presentation of jury orientations which includes comfortably communicating juror expectations, court rules, and instructive guidelines before jury pools that may range from 18 to 100 potential jurors. Work is performed primarily in high stress office and courtroom environment. A degree of physical danger is inherent while working in potentially volatile situation in a courtroom.

QUALIFICATIONS:

Two years experience working in fiscal office operations, collections, court system or a related field which includes experience working with personal computers; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. Ability to fully utilize a personal computer and related software.

DESIRED SKILLS:

Knowledge of courtroom etiquette, procedures, jury impaneling and handling. General understanding of office practices, procedures, and equipment including basic record keeping principles and techniques. Knowledge of case management systems, and statistical methods. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality, professional decorum, and adherence to legal and ethical requirements. Ability to enforce with tact, diplomacy and firmness. Ability to establish and maintain effective demeanor under a heavy workload and in stressful situations. Ability to organize, prioritize and coordinated work, research and prepare reports.

OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#)

Note: All final candidates are subject to a thorough background investigation. This is an on-call position. Applicants should be available to report for assignment on short notice and may be required to work over 40 hours in a workweek.

This position is:

- NOT represented by a Union
- NOT eligible for benefits, unless mandated by law
- Classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Resume
- Letter of Interest