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JOB #2017-011-SC1

**Supreme Court
Olympia, Washington**

BAILIFF/SECURITY OFFICER

The Supreme Court in Olympia, Washington would like to bring to your attention an exciting opportunity. We are seeking to fill one full time Bailiff/Security Officer position. The Bailiff/Security Officer functions and responsibilities include responsibility for the courtroom operations of the Supreme Court, maintaining official hearing records, providing and coordinating security on-site and when the Court travels, and performing other duties as may be required by the Supreme Court Clerk and the Court.

The minimum qualifications for the Bailiff/Security Officer are a bachelor's degree in criminal justice, public relations or public information **AND** one year of experience working in a Court, law enforcement or security environment, **OR** an associate of arts degree with two years' experience in public relations, public information or related field **AND** one year of experience working in a court, law enforcement or security environment.

A valid Washington State Driver's license is required; and you must be able to lift, move and transport items weighing 40 pounds or more. You must also be able to lawfully carry a concealed weapon.

Work experience may be substituted year-for-year for education provided it was in a public relations, public information, law enforcement, security, or related field.

The complete job description can be found by at [Washington Courts Employment](#).

SALARY AND BENEFITS

- \$48,060 to \$63,036 annually (Range 55)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan (depending on eligibility)



APPLICATION PROCEDURE:

Submit a **cover letter** specifying how you meet the qualifications of the position (no more than two pages), **résumé** and completed **judicial branch application** (found at www.courts.wa.gov/employ) by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: Employment@courts.wa.gov

Fax: 360-586-4409

No applications will be accepted by the Supreme Court. Please submit all applications as indicated above.

CLOSING DATE: Application packets must be received by 5:00 p.m. on June 5, 2017.

The Supreme Court is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.