GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: AUGUST 16, 2012
REVISED: SEPTEMBER 12, 2012
CLOSING DATE: SEPTEMBER 26, 2012

DEPARTMENT: **Superior Court**

POSITION: **Bailiff/Interpreter**

LOCATION: **Globe**

JOB CODE: **12-080**

PART-TIME POSITION – 25 HOURS PER WEEK

HOURLY SALARY: **$12.05-$14.68 per hour**

NATURE OF WORK

Maintains safety and decorum in an assigned court and associated public facilities while the court is in session and during public access hours; provides professional court interpretation services.

DUTIES AND RESPONSIBILITIES:

- Guides members of the public to court and/or hearing rooms; acts as liaison between the judge, attorneys, courtroom staff and the public in order to ensure the orderly conduct of court business
- Ensures Court Reporter, Courtroom Clerk, attorneys and defendants are present in court and ready to proceed prior to gaveling in the Judge.
- Calls court to order and maintains appropriate decorum in court whenever court is in session; monitors and removes courtroom observers that are disrupting court proceedings.
- Checks in relevant parties and escorts them individually to the courtroom in order of appearance during juvenile proceedings
- Posts Court calendars; prepares courtroom for jury selection and jury trials.
- Provides English/Spanish interpretation services during legal proceedings; interprets for defendants during meetings with legal counsel; interprets correspondence received from defendants and the public.
- Monitors and ensures all jury members are present during jury trials.
- Opens and locks secured areas and facilities; sets up courtroom for operation. Prepares and provides coffee/water for jury members and attorneys; coordinates food orders during jury deliberations.
- May perform general office support work, deliver or pick-up documents and other materials and assist the judge in other ways as instructed; answers and transfers departmental telephone calls; provides assistance to Court personnel as required.
- Obtains daily files for Court proceedings; reviews, sorts and distributes minute entries to Court Calendar Administrators.
- May provide general interpretation assistance to Court personnel as assigned.

WORKING ENVIRONMENT:

Work is performed in a standard office environment; standing, walking, and lifting up to 25 pounds is involved; must be able to move jury chairs and lift/carry water bottles and jury refreshments.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and one (1) year Bailiff/Interpreter experience and experience in dealing with the public; or equivalent combination of education, training and experience. Must be fluent in English and Spanish. Valid Arizona Driver's License.

Continue on back of page……..

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Judicial principles and practices; court proceedings and processes; legal terminology and documentation; regulations governing court/legal activities; Arizona statutes and court rules; Bailiff duties, responsibilities and protocol; court calendaring systems; Interpreter functions and standards; customer service standards and protocol.

Ability to: Coordinate and perform a variety of Bailiff functions; prepare courtrooms for jury selection and trials; ensure all relevant court personnel, attorneys, defendants and jury members are present in court; escort parties to the courtroom in order of appearance; monitor proceedings for disruption by court observers; coordinate refreshments for jury members; coordinate and obtain daily court files; sort and distribute minute entries; post court calendars; provide professional English/Spanish interpretation services in relation to court activities; communicate effectively orally and in writing.

Skills in: Conducting a full range of Bailiff duties and providing professional court interpretation services.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.