



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Human Resources Department, www.cascadecountymt.gov or Job Service.

Position: **Civilian Bailiff**
Schedule: **Full-time with benefits**
Department: **Cascade County Sheriff's Office**

Salary: **\$15.00 per hour**
Closing Date: **Open Until Filled**
Administrator: **Sheriff Slaughter**

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, GED or HSE required.

Certifications:

- Valid Driver's License issued by the State of Montana or ability to obtain within 90 days.

Job Summary

The Civilian Bailiff (Bailiff) for the Cascade County Sheriff/Coroner's Office (CCSO) is responsible for making official court proclamations and announcements of a public nature in the Montana Eighth Judicial District Court system (Court) with regard to the opening and adjournment of court, the transaction of certain special matters, general court decorum and behavior matters and such other proclamations as directed by the presiding judge. The Bailiff further provides limited support for the Court by assisting the presiding judge with the orderly and efficient conduct of Court proceedings, provides jury escort duties, receives and delivers documents and meals for the jury and otherwise functions to prevent jury contact with the public or other outside contact, assists with courtroom administrative duties as directed by the presiding judge, alerts and notifies the CCSO Deputy Sheriff in charge of courthouse security in the event of an emergency or problem necessitating law enforcement or medical assistance and involvement and performs other duties as required or assigned by the CCSO. The Bailiff has no arrest or power to detain and is not responsible for and will not provide or enforce courtroom security and will summon the CCSO Deputy Sheriff in charge of courthouse security in the event that such law enforcement intervention and assistance is needed.

Essential Job Duties and Responsibilities

Makes official court proclamations and announcements of a public nature in Court with regard to the opening and adjournment of court, the transaction of certain special matters, general court decorum and behavior matters and such other proclamations as directed by the presiding judge, provides limited support for the Court by assisting the presiding judge with the orderly and efficient conduct of Court proceedings, provides jury escort duties, receives and delivers documents and meals for the jury and otherwise functions to prevent jury contact with the public or other outside contact, assists with courtroom administrative duties as directed by the presiding judge, alerts and notifies the CCSO Deputy Sheriff in charge of courthouse security in the event of an emergency or problem necessitating law enforcement or medical intervention and assistance, adheres to and follows court rules, procedures and decorum, maintains professional and effective communication with District Court Judges, court personnel, court attendees, witnesses, law enforcement and the general public, maintains a high-level of confidentiality and strictly adheres to and complies with HIPAA, County, state and federal privacy and criminal justice information laws, rules, policies, guidelines and practices, works long hours when required, performs other duties as required or assigned.

Knowledge and understanding of: Court rules, procedures and decorum, Cascade County policies and procedures, communication with hand-held portable radio and 10-Code, professional, respectful and effective communication.

Skill in: Written and verbal communication, time management and organization, customer service etiquette, using tact, discretion, initiative and independent judgment within established guidelines.

Ability to: Communicate in a professional and effective manner with others in both technical and non-technical terms orally and in writing, meet challenges with resourcefulness through original thinking and creativity, adhere to strict standards of confidentiality, employ and enforce safety practices and procedures,

occasionally work outside normal hours as assigned, respond promptly to requests for service and assistance from the public and various court personnel, demonstrate punctuality and observe work hours, work collaboratively and observe established lines of authority, maintain concentration during frequent interruptions, follow verbal and written instructions, read and comprehend materials, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements, interact with the public or other employees in a professional, respectful and courteous manner, interact with challenging individuals and display sound judgment under stressful situations, adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events, handle stress and conflict, work for sustained periods of time maintaining concentration and attention to detail, accept responsibility and be self-motivated.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER