



Dawes County

COURT SECURITY BAILIFF

DIST. COURT DEPT. JOB OPENING ANNOUNCEMENT

This position serves in a highly visible capacity at the Dawes County Courthouse facility. The primary purpose of this position is to assist in the security of the Dawes County Courtroom by screening and directing all persons and items entering the courtroom. *Position open until filled.*

Job Description:

- Ability to direct individuals through standard security procedures, communicating verbally and professionally is a requirement.
- Enforce the code and conduct of the courtroom and providing support with Jury proceedings.

Essential Functions:

- Checking in and security screening of visitors to courtroom.
- Operate screening instruments and other security equipment.
- Conduct sweeps of designated areas prior to and following use.
- Maintain various reports, registries and documents as directed
- Work with Officials and personnel regarding security issues and/or concerns.
- Answer questions and direct visitors as necessary.
- Direct people through standard security procedures
- Perform any other duties assigned by the Court system personnel

Qualifications:

- ✓ High School Diploma or equivalent
- ✓ 21 years of age or older
- ✓ Veteran status preferred. Previous law enforcement or security work experience desirable

Job Type/Schedule/Shift Availability:

- Permanent Part-Time Position
- Variable Hourly Shift work throughout each week during scheduled court
 - Flexibility in scheduling a must

Job Pay: Starting Rate **\$12.50** an Hour

Possible Wage Increase after satisfactory term of probation

- Business Casual attire- no uniform required; *Official name tag provided*

How to Apply:

Required, a fully completed/signed Application, also accepting, cover letter and resume. Applications are online at: <https://dawes-county.com/county-offices/hr-department/>. Or can be picked up at or by contacting the Human Resources office.

Completed materials deliver, send, or email to:

Dawes County Human Resources Office
250 Main Street Suite 13
Chadron, NE 69337
308-432-8930
humanresources@dawescounty.ne.gov

Job related questions contact Dawes County Clerk of District Court 308-432-0109

*Dawes County is an Equal Opportunity Employer. All positions with Dawes County Government are subject to Veterans Preferences.
To request reasonable accommodations, contact Dawes County Human Resources*

Disclaimer:

This job description is not intended to be an exhaustive list of all responsibilities, activities, skills, requirements, working conditions etcetera, associated with performing the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require new/different tasks, duties, responsibilities and activities be performed as assigned at any time with or without notice.