

Position opens: February 26, 2018



FOURTH JUDICIAL DISTRICT COURT

DEPARTMENT I

571 Idaho Street

Elko, Nevada 89801

(775) 753-4601

FAX (775) 753-4611

E-mail – fourjdc1@elkocountynv.net

EMPLOYMENT ANNOUNCEMENT

POSITION: BAILIFF / DUI DIVERSION COORDINATOR

SALARY: \$30.7953 per hour

APPLICATION DEADLINE: March 12, 2018 – 5:00PM

The 4th Judicial District Court, Department I is seeking qualified candidates for the position of Bailiff / DUI Diversion Coordinator. MUST possess Category II Peace Officer Certification. Duties include, but are not limited to: Preserving order and maintaining security in the court; attending to juries and/or prospective jurors; opening and closing the court; accurately maintaining records re: incarceration requirements and DUI Diversion; coordinating the DUI Diversion Program; light maintenance of the courtroom; and assisting at times with courthouse security. Experience with WordPerfect and Microsoft Word preferred. Must be detail-oriented, self-motivated, and able to multi-task with constant interruptions. Appropriate professional attire required. Compliance with departmental policies, Canons of Judicial Ethics, and maintenance of proper certification strictly enforced. Must be 21 years of age by time of appointment. Will be required to successfully pass a law enforcement background investigation and pre-employment drug and alcohol screening.

Please submit a completed Elko County Employment Application, resume, and references to:

Nancy Porter, District Judge
571 Idaho Street
Elko, NV 89801
(775) 753-4611 fax
E-mail – fourjdc1@elkocountynv.net

**The 4th Judicial District Court and Elko County are an
Equal Opportunity Provider and Employer.**

In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.