

**Administrative Office of the Courts**

**Business Unit: 23500**

**Bailiff (U) #00037239-23500 Full-Time, Perm, in Carlsbad, New Mexico**

**# of Positions: 1**

**Opening Date: 07-25-2023** - **Close Date: Open Till Filled**

**Target Pay Range/Rate:**$15.000 $16.428 per hour

The Fifth Judicial District Court is recruiting for one full-time, classified, at-will Bailiff position # 00037239-23500 in Eddy County, Carlsbad, New Mexico. GENERAL STATEMENT OF DUTIES: Acting under the direct supervision of a Judge, ensures proper behavior in the courtroom for all proceedings and provides customer service. Working hours are Monday through Friday 8:00a.m. – 5:00 p.m. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES
● The Bailiff is responsible for assisting Judges, Jurors, and other parties as needed during courtroom proceedings.
● Ensures proper behavior in the courtroom for all proceedings, provides customer service, and assists Judges, jurors, and other parties as needed.
● Sets up and takes care of the courtroom during proceedings.
● Coordinates with law enforcement agencies on the transportation of inmates to and from the courthouse and/or courtroom.
● Works with attorneys who may need special equipment for a hearing.
● Maintains, requests, and secures exhibits entered as evidence during proceedings or until handed off at the end of trial to appropriate personnel.
● Obtains files and Judge’s notes of upcoming cases for the Judge’s review.
● Assembles files in the order cases are to be heard for the day.
● Ensures Judge has immediate access to updated files, motions, and documents.
● Assists in the assembly of potential jurors and instructs jurors on processes.
● Provides customer service and maintain contact with jurors during a trial.
● Maintains juror time records, takes roll-call, and ensures jurors are seated properly.
● Ensures all parties are present for each hearing.
● Swears in witnesses and proper parties.
● Enters dispositions into the case management system, and prepares orders for the Judge’s signature.
● Performs Court Monitor duties.
● Assists in the document flow from the Judge to the attorney and/or pro se parties.
● Acts as a liaison with local law enforcement agencies.
● Trains and supports other bailiffs.
● Announces Judge’s entrance into and departure from the courtroom and ensures proper decorum is maintained in the courtroom during proceedings.
● Other duties as assigned.

COMPETENCIES/QUALIFICATIONS
The successful applicant should demonstrate knowledge of general court procedures, security
management and safety practices, evacuation procedures, fire alarm systems; metal detectors, security equipment, mobile x-ray inspection systems; safety and security processes, first aid techniques, fire and police reporting procedures, electronic equipment, and judiciary and courtroom protocols.

WORK ENVIRONMENT AND PHYSICAL DEMANDS
The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

\* This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed

BENEFITS
● Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
● State paid life insurance, supplemental and dependent life insurance
● Optional flexible spending accounts for medical, day-care, and travel expenses
● Paid time off, up to eight (8) weeks
● Paid time off and retirement buyback
● Eleven (11) paid holidays
● Up to 12 weeks of paid parental leave
● Deferred Compensation 457(b) plan
● Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
● Flexible work schedules and alternative work locations\*
● Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
● Bilingual compensation\*
● Training and career development opportunities
● Higher education opportunities, educational leave, and tuition reimbursement
● May qualify for the Public Service Loan Forgiveness Program (PSLF)
● May receive overtime holiday or shift differential pay\*
● May receive physical fitness leave\*

\*These benefits vary by job classification or need\*

**QUALIFICATIONS**

* Education: High school diploma or GED.
* Education Substitution: None.
* Experience: One (1) year of experience in security, law enforcement, or legal setting.
* Experience Substitution: Relevant post-secondary education may substitute for general experience at a rate of thirty (30) semester hours equals one (1) year of experience.
* Other: Selected candidates will receive additional security training specific to the court. Training may include operation of security and metal detecting equipment, and standard first aid training, which includes Adult CPR, Automated External Defibrillator (AED).

**TO APPLY:**Submit a New Mexico Judicial Branch Application for Employment form and proof of education to:

Fifth Judicial District Court

Yolanda Acosta, Human Resources Administrator

P.O. Box 1776

400 N. Virginia, Room 131

Roswell, NM 88202-1776

Phone #: 575-622-2565 ext. 122

Fax #: 575-624-7501

**PROOF OF EDUCATION IS REQUIRED.**

**EQUAL OPPORTUNITY EMPLOYER**