

JOB OPENING IN LINCOLN COUNTY DISTRICT COURT

Position:

Full time Bailiff (Monday thru Friday 9 a.m.-5 p.m.)

The **Lincoln County District Court** is taking applications for a full time Bailiff position. This is a responsible and varied clerical position working in liaison with the judges in the courtroom and the court clerk's office.

Work involves performing courtroom clerical duties and relieving judges of routine administrative duties. Overseeing and assisting in the preparation of records and documents for court sessions, receiving, marking and recording exhibits, preparing and transporting exhibits for filing in the clerk's office, acting as liaison for the judge with attorneys, court personnel and the public, setting matters for hearing, supervising signing in of witnesses, overseeing operation of digital recorders to ensure completeness and quality of recorded courtroom proceedings, performing a variety of confidential, technical and general clerical tasks for the judge and performing other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of legal terminology and court procedures; Business English, spelling and punctuation skills; knowledge and skills in office practices including using a computer; ability to follow moderately complex instructions.

MINIMUM QUALIFICATIONS: Graduation from high school, or its equivalent and 1 year experience working in a court system legal setting; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PREFERRED QUALIFICATIONS: Bilingual skills in English and Spanish.

The Judicial Branch values our employees as well as a supportive environment that strives to promote diversity, equity, inclusion and belonging. We recruit, hire, train and promote in all job qualifications at all levels without regard to race, religion, sex, age, national origin, disability, marital status, sexual orientation or genetics. The Judicial Branch adheres to Veterans Preference Laws.

Job Applications can be found at www.lincolncountyne.gov and can be submitted to the Lincoln County District Court by November 10, 2022.