



Judicial Branch Job Opportunity

- Date:** November 9, 2017
- Position Title/Salary:** Bailiff - \$12.75/hr - \$17.58/hr
- Typically, successful candidates are hired at a salary rate up to midpoint of the range, based on applicable experience, internal equity and budgetary allowances.
- Department/Division:** **Judge Katherine Cooper – Family Calendar**
- Status:** Unclassified
- Location:** Central Court Building
201 W. Jefferson Street
Phoenix, AZ 85003
- Job Requirements:** Bailiff minimum qualifications include a High school diploma or GED and one (1) year of administrative/clerical experience.
- Comments:** Judge Cooper seeks a full-time Bailiff effective **November 27, 2017. This recruitment is open internal/external and will be open until filled.** All interested applicants should email a cover letter and résumé to:
- Honorable Katherine Cooper**
C/O Debra Harding
Email: hardingd001@superiorcourt.maricopa.gov

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year, 10 paid holidays, and 1 floating personal day. This position is **Unclassified** and not covered by the Classified Personnel Rules or Judicial Merit Rules.

JOB SUMMARY:

The Bailiff performs coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court division.

PRIMARY DUTIES OF THE POSITION:

Orders or prepares files and daily calendar for the Court; schedules hearings; prepares courtroom for trial; manages courtroom during proceedings; assists visitors, jurors, and pro pers with explanations, directions and instructions; responsible for the jurors; assists witnesses and attorneys during courtroom proceedings; distributes the Calendar of Court proceedings as required; inputs information into the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judicial Officer or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills, and Abilities:

Knowledge of:

- Court policies, procedures and operations.

Skill in:

- Communicating effectively both verbally and in writing.
- The use of computer applications and software such as MS Outlook, Word, Excel, iCIS, OnBase, and eFile.

Ability to:

- Establish and maintain effective working relationships with others.
- Make sound decisions in accordance with regulations, policies and procedures.

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act ADA, please call 602-506-4473.

All Judicial Branch offers of employment and continued employment are contingent upon passing a thorough background/fingerprint check. Applicants must completely and fully answer any questions regarding felony and misdemeanor convictions including any convictions that have been expunged or set aside. Failure to include criminal history information is grounds for termination of an offer and employment. A conviction may not automatically disqualify an applicant.



Committed to excellence and the principles inherent in the rule of law...
every person, every day, every time.