



## **Judicial Branch Job Opportunity**

---

**Date:** October 31, 2017

**Position Title/Salary:** Law-Trained Bailiff - \$14.03/hr

**Department/Division:** **Civil Calendar**

**Status:** Unclassified

**Location:** East Court Building  
101 W. Jefferson Street  
Phoenix, AZ 85003

**Job Requirements:** Law-trained bailiff qualifications include a Law degree from a school of law accredited by the American Bar Association. The ideal candidate must have good organizational, writing, and research skills.

**Comments:** The Civil Department is seeking a full-time, law-trained Bailiff effective **November 13, 2017**. This recruitment is open externally and will be open until filled. All interested applicants should email their resumé and cover letter to:

**Civil Department**  
**C/O Kathy Waldner**  
**Email:** [waldnerk@superiorcourt.maricopa.gov](mailto:waldnerk@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 Civil Court division.

### **PRIMARY DUTIES OF THE POSITION:**

Assists the judge with administrative, clerical, and legal research tasks; orders and/or prepares files for the Court; prepares courtroom for trials; manages courtroom during proceedings; drafts, edits, proofreads, and assembles legal documents and memoranda; researches legal

issues; discusses pending cases with the Judicial Officer and performs related duties as assigned or necessary to aid in the administration of the cases before the Court.

**QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:**

**Knowledge, Skills, and Abilities:**

*Knowledge of:*

- Legal research methods and techniques, Court policies, procedures and operations.
- State laws, rules and regulations.

*Skill in:*

- Verbally communicating with others to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the audience.
- The use of computer applications and software such as MS Outlook, Word, Excel, iCIS, OnBase, and eFile.

*Ability to:*

- Interpret, analyze, and evaluate legal information and draw conclusions.
- 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.