

Position Title: Superior Court Bailiff

Per Diem: \$101.50 per day

Department: Sheriff Office

Posted: December 7, 2018

Status/Shift: Per Diem, Non-Exempt

Closing: December 21, 2018

Position Location: Rockingham County Superior Court, Brentwood, NH

Hours: varying shifts of 7:30 am to 4:00 p.m. or 2:00 pm to 8:00 pm

Purpose/Scope: This position is responsible for court security and judicial support in Rockingham County Superior Courthouse. Work includes maintaining order, protecting judges, jurors, prisoners and members of the public; providing general information regarding court procedures and assisting in the transfer of prisoners.

Essential Job Functions: Protects the privacy and ensures safety of judges. Provides security for prisoners, witnesses, jurors and public in courtrooms and adjacent areas; maintains order and decorum within courtrooms. Guards jurors during deliberations and while sequestered to ensure impartiality. Recognizes and reacts to stressful situations involving control of prisoners, defendants, witnesses and court spectators. Consults with superiors in emergencies and/or unusual situations. May transport prisoners from in-court holding cells to courtrooms. Carries out all directives issued by the High Sheriff, Court Services Division lieutenant and sergeant, and/or judges. Follows courtroom procedures and provides routine court proceedings information to the public, jurors, witnesses, litigants and attorneys. Uses electronic screening and video monitoring equipment. May provide general messenger service as required by judges and clerks'/registrars' offices. Performs other related duties as required.

Knowledge, Skills, and Abilities Required: This level of responsibility requires a high school diploma or GED certificate and relevant experience preferably in law enforcement. Duties require knowledge of current security equipment, procedures and terminology; the ability to qualify with firearms and apply defensive tactics; possession of the required firearms permits/licenses; maintenance of physical fitness; the ability to work effectively with courthouse staff, law enforcement personnel and the public. Ability to exercise good judgment. Knowledge of basic first-aid techniques. Certification in CPR procedure is a plus.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Human Resources Department

Email: Careers@co.rockingham.nh.us

Mail: Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833

Applications are available:

1. Online at www.co.rockingham.nh.us
2. In person at Human Resources, 111 North Road, Brentwood, NH
3. In person at County Complex – Receptionist, 117 North Road, Brentwood, NH

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Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.