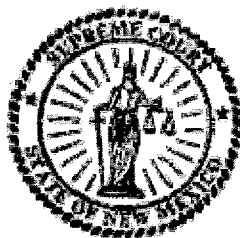


[Print this page](#)[Back to Job Opportunities Page](#)**Administrative Office of the Courts****Business Unit: 23100****Bailiff or Security Bailiff #00033122-23100, At-Will, Full-time, in Santa Fe, NM****# of Positions: 1****Opening Date:** 09-06-2019 - **Close Date:** 09-19-2019**Job Pay Range:** \$10.084 - \$16.387 per hour**Target Pay Range/Rate:** \$10.084 - \$15.448 per hour

The First Judicial District Court is recruiting for a full-time, Unclassified (At-Will) Bailiff Position or Unclassified (At-will) Security Bailiff to work in Division IX/VI in Santa Fe, New Mexico. SUMMARY OF POSITION: Under supervision of a Judge, maintains order, security, decorum and dignity of court for all proceedings; assist Judge, jurors and other parties as needed; Performs miscellaneous office and clerical duties; This is an unarmed position and some travel may be required. Finalist(s) will be subject to criminal background checks.

**QUALIFICATIONS**

- EDUCATION: High school diploma or GED.
- EDUCATION SUBSTITUTION: None.
- EXPERIENCE: One year experience in security, law enforcement, a legal setting or related field.
- EXPERIENCE SUBSTITUTION: None.
- Other: Completion of a post offer background check may be required.
- KNOWLEDGE/ABILITIES: Knowledge of general court procedures; customer service practices; safety and security issues; proper English usage; general office practices; electronic equipment, (i.e., telephone, printer, copier, fax, television, video recorder, projector and audio equipment); general organizational structure of the judiciary; and courtroom protocol.
- SKILL & ABILITY: Skill in being attentive to details; communicating in a courteous, clear and professional manner with all parties; maintaining confidentiality; working independently; being organized; active listening; dealing with people diplomatically; providing clear and concise instructions; providing good customer service; telephone etiquette; maintaining professional demeanor and composure; concentrating and paying attention; working in an environment subject to high stress; communicating rules; understanding written and oral instructions; knowing when to seek assistance; and appraising situations. Ability to concentrate fully and remain alert during proceedings; adhere to strict guidelines on communication with jurors, defendants and attorneys; maintain decorum in the courtroom and enforce rules and procedures during proceedings; remain neutral in court proceedings; speak loudly and clearly when announcing Judge's entrance and departure; use a computer, including word processing, case management and report systems; multitask; remain calm and handle

emergencies, such as courtroom evacuation, juror emotional or physical distress and equipment malfunction; plan ahead; perform basic office procedures; recall and recognize names; operate electronics, such as television, video recorder, projector, and audio equipment; follow through on processes and paperwork; follow instructions of the Court and give instructions to the public; meet deadlines under pressure; effectively present information to Judges and various legal agencies; and deal effectively with the media.

- **WORK ENVIRONMENT AND PHYSICAL DEMANDS:** Work is performed in a court setting. The work is performed in an often fast paced and stressful work environment. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The employee will be frequently required to stand/sit for long period of time and walk often; to travel (valid New Mexico Driver's license required). The employee must have good vision and hearing. The employee may be exposed to hostile or violent situation that arise when dealing with individuals involved in court cases; exposed to disturbing or hazardous court exhibits and contagious health conditions. The employee may be required to lift, kneel/stoop, move, push, pull or carry up to 50 pounds; frequently work under severe time constraints and meet multiple demands from several people; work overtime and/or flexible work hours; dress appropriately for a courtroom; attend training.
- **BENEFITS\*** Leave Annual and sick leave are accrued by regular, full-time employees at the rate of 4.62 hours annual and 3.69 hours sick leave, per bi-weekly pay period. A total of ten paid holidays per calendar year. Group Health Insurance Blue Cross Blue Shield Dual Option Point of Service Plan Presbyterian Health Regional Health Maintenance Organization (HMO) The Health Insurance Plans provide comprehensive services for you and your family for illness and injury (not arising in connection with your employment). Group Life, AD&D and Disability Insurance \$50,000 of Basic Life, \$50,000 of Accidental Death and Dismemberment and Short and Long Term Disability Insurance. Group Dental Insurance Delta Dental The dental option provides preventive, basic, major, or orthodontic dental care and treatment. Group Vision Insurance Davis Vision The plan is designed to provide for regular eye examinations and benefits toward vision care expenses including glasses or contact lenses. Public Employees' Retirement Association Employees of affiliated public employers are required to become members of the P.E.R.A. as a condition of their employment. The contribution amount is 8.92 percent of your gross bi-weekly earnings. Voluntary retirement is attained with 30 or more years of credited service, at any age. \*All benefits are subject to change.

**TO APPLY:** A NM Judicial Branch Employment Application or a Resume and Resume Supplemental Form along with a copy of proof of education must be received by mail or hand delivered by 4:00 pm, Thursday, September 19, 2019 to the address below.

**Application forms:**

Microsoft Word Format  
Adobe PDF Format

**Resume Supplemental Forms:**

Microsoft Word Format  
Adobe PDF Format

Human Resource Office  
First Judicial District Court  
225 Montezuma Ave.  
P.O. Box 2268  
Santa Fe, NM 87504

**EQUAL OPPORTUNITY EMPLOYER**