



Judicial Branch Job Opportunity

- Date:** August 3, 2017
- Position Title/Salary:** Bailiff - \$12.75/hr - \$15.99/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 Jay M. Polk – Probate Department Associate Presiding Judge Calendar**
- Status:** Unclassified
- Location:** Old Court House
125 W. Washington St.
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 Polk seeks a full-time Bailiff effective **August 14, 2017. This recruitment is open internally/externally and will be open until filled.** All interested applicants should email a cover letter and résumé to:
- Honorable Jay M. Polk**
c/o Diane Hilty
Email: hiltyd@superiorcourt.maricopa.gov

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 11 paid holidays. This position is **Unclassified** and not covered by the Classified Personnel Rules or Judicial Merit Rules.

JOB SUMMARY:

Under limited supervision, provides 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:

Assist the judge with administrative, clerical, and legal research tasks; order or prepare files for the Court; prepare courtroom for trials; manage courtroom during proceedings; draft, edit, proofread, and assemble legal documents and memoranda; research legal issues; discuss pending cases with the Judge and perform 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: Requires considerable knowledge of legal research methods and techniques; considerable knowledge of court procedures and operations; and considerable knowledge of State laws, rules and regulations. Must have the ability to communicate effectively both verbally and in writing; the ability to interpret, analyze, and evaluate legal information and draw conclusions; and the ability to establish and maintain effective working relationships with others.

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.