

RENO JUSTICE COURT

WASHOE COUNTY, NEVADA



BAILIFF

Reno Justice Court is seeking qualified candidates to apply for a Bailiff position. With a bench comprised of six elected judges, Reno Justice Court is the busiest limited jurisdiction court in northern Nevada and the 3rd largest in the state. Our mission is to promote and preserve the rule of law and protection of rights by providing a fair, independent, and impartial forum for the peaceful resolution of legal conflicts.

Deadline to Apply: Sunday, October 18, 2026, at 11:59 p.m.

Annual Salary: \$36.15 - \$47.00 hourly (Standard PERS)
(\$75,192.00 - \$97,760.00 annually)
\$32.30 - \$42.00 hourly (Police/Fire PERS if qualified)
(\$67,184.00 - \$87,360.00 annually)
Based on 26 bi-weekly pay periods yearly

Benefits Package: Comprehensive benefits package includes vacation and sick leave accrual; medical, dental, vision and life insurance; State of Nevada PERS retirement plan. Additional insurance and savings plans offered.



**Reno Justice Court is an
Equal Opportunity Employer**

How to Apply:

- 1) Combine the following and submit as a single PDF document:
 - ✓ Cover Letter
 - ✓ Resume
 - ✓ 3 Professional References
- 2) Copy of current Nevada P.O.S.T. CAT. I or II certificate

E-Mail to: RenoJusticeCourt-HR@washoecounty.gov
OR

Mail or Hand Deliver to: Reno Justice Court
Attn: Andrea Clarke, Court H.R. Rep.
1 S. Sierra St.
Reno, NV 89501

Position Overview

Under direct supervision of the chief bailiff, performs various security, law enforcement, and operational support functions for the Court such as maintaining courtroom, building, and perimeter security; supervising and transporting inmates within the courthouse; and assisting attorneys and patrons with questions regarding court operations. Specific duties and responsibilities vary depending upon the assigned court function or assigned project. This is a commissioned position, and applicants must maintain Nevada P.O.S.T standards at time of hire and annually thereafter as mandated by Nevada Revised Statutes to maintain employment as a court bailiff.

Education and Experience

Equivalent combination of formal education and applicable related experience may be considered.

- High school diploma or equivalent
- At least two years of commissioned law enforcement work experience

License or Certification

- Nevada driver's license required
- Nevada POST Basic Category I or II certificate required.

Knowledge and Abilities:

Knowledge of:

- Court operations, policies, services, and activities.
- Federal, state, and local laws, ordinances, policies, and procedures pertaining to court bailiff duties.
- Legal procedures, documents, and terminology related to court cases.

Ability to:

- Quickly assess situations, make logical decisions, and implement an effective course of action.
- Use defensive tactics, arrest procedures, handcuffing techniques, weapons, and physical restraints as necessary.
- Communicate effectively and respectfully, both verbally and in writing.
- Exercise emotional control and deescalate emotionally charged situations.
- Perform intermediate computer operations.
- Establish and maintain effective working relationships with internal and external parties.
- Plan and organize work to meet schedules and timelines.

Examples of Duties

The Bailiff essential duties and responsibilities include but are not limited to:

- Observe activities within the court and surrounding areas to maintain order, detect crime, enforce laws, and take enforcement action; conduct inspections of assigned areas for any other potential security threats.
- Respond to service calls from alarm activations and court control.
- Take individuals into custody for violations of the law, arrest warrants, contempt of court, or other violations.
- Write reports documenting information gathered and actions taken because of incidents, such as observed or reported crimes, arrests, use of force, and general disturbances.
- Assist other law enforcement agencies within the Reno Justice Court Township.
- Respond to and provide proper medical attention in medical emergencies.
- Transport inmates from holding areas to the courtroom and maintain custody during scheduled hearings.
- Respond to requests and inquiries from the general public, other agencies, and court personnel regarding policies and procedures.

- Direct defendants, witnesses, victims, attorneys, and visitors to the appropriate courtrooms and explain proper court etiquette.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to court programs and functions, including statutes and ordinances.
- Operate and monitor equipment to ensure proper movement of in-custody defendants.
- Perform additional duties as assigned.

Capability Requirements:

Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, crawl, twist, climb, lift, and safely utilize, carry and handle firearms and other issued weapons and tools pursuant to court policy. May be exposed to heat, cold, loud noise, vibration, confined workspaces, chemicals, explosive materials, mechanical and electrical hazards, dust, dirt, grease, infectious disease, and other environmental conditions in performance of assigned duties. Must be able to use protective devices, such as ballistic vests, goggles, gloves, etc. in the performance of assigned duties. Minimal travel is required, 5% or less; travel is regional in scope requiring travel by driving.

The Selection Process

Complete application packets will be reviewed for minimum qualifications. Candidates are chosen from information provided in a cover letter and resume will be invited to participate in an interview.

Conditions of Employment

Upon a conditional offer of employment, the selected candidate must pass a background investigation which includes:

- Complete and submit a personal history statement
- Submit a set of fingerprints
- Successfully complete a computerized voice stress analysis (CVSA) examination
- Submit to a psychological examination
- Pass a thorough medical examination in accordance with MAC 289.110
- Submit to a drug screening test
- Complete a Reno Justice Court Employment Application

Any failure to be candid and honest in any phase of the process will result in immediate rejection of any candidate. Honesty and trustworthiness are important characteristics of the court bailiff.

Additional Information

Positions within Reno Justice Court are considered positions of public confidence and trust, and all employees must adhere to the Nevada Supreme Court Judicial Model Code of Conduct. Additionally, Reno Justice Court employees are at-will employees of the judicial branch of government and are not covered by any collective bargaining unit. Employees may be released from employment at any time without reason or cause.

Reference and background checks, including fingerprinting, are required of candidates who receive an offer of employment. All offers of employment are contingent upon passing a background investigation.

Please contact the Reno Justice Court regarding ADA considerations or accommodations.

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