



KOOTENAI COUNTY
invites applications for the position of:

Bailiff - District Court

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| DEPARTMENT: | District Court - Bailiff |
| SALARY: | \$17.21 Hourly |
| OPENING DATE: | 07/22/21 |
| CLOSING DATE: | 08/09/21 05:00 PM |
| SUMMARY: | |

BAILIFF – DISTRICT COURT



****APPLY ONLINE WWW.KCGOV.US <https://www.kcgov.us/356/Employment-Opportunities> AND ATTACH COVER LETTER AND RESUME****

THE POSITION: Provides armed Bailiff and security services for Kootenai County court and department proceedings. Bailiffs maintain the safety, security, neutrality, integrity and confidentiality of the court systems. This position serves as a point of contact for jurors, as well as ensuring the safety of trial participants. They provide assistance to judges, transport court documents and enforce the law when necessary.

- \$17.21 per hour to start
- Taser certification sponsored by the employer
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement.
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$55.33 (*nicotine free rate*) per month. View our entire [benefits package](#).
- 40 hours of paid vacation after 6 months of full-time employment
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#).

DO YOU QUALIFY?

- Do you have at least a High School Diploma or GED with at least TWO (2) years related experience? **No college degree required**
- Are you at least 21 years old?
- Do you possess or have the ability to possess a First Aid card and CPR certification?
- Are you able to pass department standards for duty weapon qualifications?
- Do you possess or have the ability to possess a valid driver's license and are you insurable?

ARE YOU LOOKING FOR A POSITION THAT KEEPS YOU ON THE MOVE?

- Provides armed escort of in-custody defendants, and safety escorts in high risk situations
- Interacts with prospective jurors to explain procedures, processing paperwork when necessary, and escorting jurors to crime scenes
- Maintains order in the courtrooms, administrative buildings and common areas
- Acts as first responder for alarms, emergency situations and evacuations
- Works with video links between courtrooms, databases specific to the County and full court programs
- This position works between multiple locations

CONTACT US:

Court Security Office 208-446-1765

pbarnes@kcgov.us

Human Resources (208)446-1640

kchr@kcgov.us

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 165,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. [Click here](#) to learn more about living in Kootenai County.

TO APPLY: Apply online at WWW.KCGOV.US <https://www.kcgov.us/356/Employment-Opportunities> Attach **COVER LETTER AND RESUME** to online application. Must successfully pass the County's pre-employment and subsequent drug testing and a background check and have no felony convictions or history of domestic abuse.

EOE/Vets Preference/Drug Free Workplace

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2021-00090
 BAILIFF - DISTRICT COURT
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451 N Government Way
 PO Box 9000
 Coeur d'Alene, ID 83816
 (208) 446-1640

kchr@kcgov.us

Bailiff - District Court Supplemental Questionnaire

* 1. For this application we require a cover letter as well as resume. Please verify that you

have attached a cover letter and resume prior to submitting this application.

Yes No

* 2. If you are a veteran, did you attach a copy of your DD214?

Yes No

* Required Question