



# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
phone: (509) 524-2600 □ Fax: (509) 524-2603



## EMPLOYMENT OPPORTUNITY

### Superior Court

**Position:** Bailiff  
**Starting Salary:** \$20.47/hour - \$27.42/hour, Starting Salary: DOQ, DOE  
**Location:** County Courthouse  
**Employment Type:** On-Call, Hourly - Open Until Filled  
**Benefits for position include:** 1 hour of sick leave for every 40 hours worked per RCW 49.46.010(3).

**Brief Duties and Responsibilities:** This position acts as the court's liaison with litigants, jurors, attorneys and the general public to ensure efficient operation of the court. Bailiffs are normally used only in jury trials which occur with a frequency that is irregular and unpredictable. Essential functions include maintaining order, decorum and judicial process in the courtroom. Responsible for the custody and comfort of jurors during all phases of the trial, providing orientation and seating them in the appropriate order in the courtroom. Assisting with the judicial process in the courtroom especially during trial selection and in the process of taking peremptory challenges. Assembling the necessary parties so that each court session can begin on time. Remain in the courtroom at all times when the jury is expected to be present.

**Working Environment/Physical Abilities:** Work is performed in a court setting. Must be able to lift up to twenty-five (25) pounds, walk, bend, reach, sit and stand for extended periods. Danger of physical harm may occasionally be present in the courtroom.

**Minimum Qualifications:** High school diploma or GED, special security, police, military or criminal training, and one (1) year of work experience in a related setting or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

**Application:** County application and resume required. Visit our website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to download a copy of the employment application and/or to apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, fax (509)524-2603, call (509)524-2600 or email [hr@co.walla-walla.wa.us](mailto:hr@co.walla-walla.wa.us)

**SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.**

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



## GENERAL INFORMATION FOR APPLICANTS

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

## APPLICATIONS

**FILING OF APPLICATION:** Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

**CHANGE OF ADDRESS:** Applicants are responsible for notifying the hiring department of any change of address or telephone number.

**NOTIFICATION:** Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

## EMPLOYMENT

**ELIGIBILITY LISTS:** Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

**Mailing Address:**  
Human Resources/Risk Manager  
P. O. Box 1506  
Walla Walla, WA 99362

**Human Resources/Risk Manager**  
314 W Main Street, 2<sup>nd</sup> Floor  
Walla Walla, WA 99362  
Phone: (509) 524-2600  
Fax: (509) 524-2603  
Web site: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)