

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

### POSITION: LAW CLERK/BAILIFF

Posting# 114019-1214jhm

**\*\*Amended closing date and amended starting salary\*\***

### REQUIRED SUPPLEMENTAL ATTACHMENTS:

- Utah County Application version 9/2013
- Cover Letter
- Resume
- Undergraduate transcripts (internet printout acceptable)
- Law School transcripts (internet printout acceptable)
- Writing sample; 5 pages max, work product of applicant alone, include legal analysis
- Three letters of recommendation

**STARTING SALARY: \$17.50 hour, (\$14.75 while attending POST)**

**OPENING DATE:** October 21, 2014

**CLOSING DATE:** December 30, 2014

**Physical Assessment Testing is required for this position. Applicants invited to the physical assessment should be prepared to test in January 2015. The Personnel Office will notify candidates of their exact testing time via the email address provided on the employment application. See page 2 of this Job Announcement for more details. We will accommodate those applicants who reside out of the State of Utah.**

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

The Fourth District Court of Utah is a court of general jurisdiction located in Provo, Utah. The court offers a unique employment opportunity for law school graduates. Each year, beginning August 1, the Court employs ten full-time law clerks who also serve as a courtroom bailiff to one judge. Although qualified applicants are selected by the judges, the successful candidates are employed by the Utah County Sheriff as Special Function Deputy Sheriff. The timetable for the position is physical assessment testing, interviews and selection by January 2015; POST (Police Officer Standards and Training) full time, six weeks with pay, May-June; begin work August 1, 2015. **Selected candidate is eligible for county Health Insurance.**

**JOB SUMMARY:** Under general supervision of a Utah County Sergeant-Enforcement, serves as court room bailiff and law clerk for a Fourth District Court of Utah judge. Incumbents in this classification are selected by the judges, but employed by Utah County Government for a period typically limited to one year.

**DUTIES INCLUDE:** Performs courtroom bailiff duties including opening and closing court sessions, maintaining order in the courtroom, and protecting integrity of the jury during deliberations. Takes into custody defendants ordered into custody by the judge and defendants that are unruly or disrespectful of the court. Provides courtroom security by observing, arresting, and detaining persons who may pose a threat to judges, personnel, and the public. Conducts professional legal research and analysis on complex legal issues for the judge; researches legal questions; reviews records, trial transcripts, jury instructions, and briefs to acquire understanding of cases. Prepares and drafts opinions, editing opinions as directed by the judge; finalizes drafts. Prepares bench memoranda summaries of assigned cases; compiles references on laws and decisions; reviews current case law.

### **EVALUATION AND SELECTION FACTORS INCLUDE:**

**Considerable Knowledge of:** criminal law, civil law, and court procedures.

**Skill in:** word processing and other basic software applications; reading, writing, and basic math.

**Ability to:** research and understand complex legal issues; prepare opinions, bench memoranda summaries and other documents; maintain cooperative working relationships with those contacted in the course of work activities; defuse or control hostile situations; make rapid and sound decisions and solve problems under pressure; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

**REQUIREMENTS FOR EMPLOYMENT:** Graduation from an ABA accredited law school with a Juris Doctorate degree no later than May 30, 2015. Successful completion of Special Function Officer training at Utah POST. Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

**LICENSURE/CERTIFICATIONS:** Incumbent must obtain Special Function Officer Certification through POST (Utah State Peace Officer Standards and Training certification agency).

**PHYSICAL REQUIREMENTS:** Incumbents are required to participate in a physical assessment testing examination and meet the minimum qualifications for entrance to POST which include cardiovascular endurance, muscular endurance, and strength testing.

The following is provided for informational purposes only and is subject to change. You will be contacted via email if you are eligible to test and will be given information regarding your testing time for the physical assessment test. If you are eligible to test, you will be required to have your physician sign a form stating that you can safely perform the Physical Assessment Test. The form will be provided to you by the Personnel Office. You will be required to bring the signed form with you on the day of testing.

Testing will take place at the Utah County Security Center (Jail) located at 3075 N. Main Street in Spanish Fork and will include:

**POST ENTRANCE REQUIREMENTS**

<u>Physical Fitness Entrance Requirements</u>	<u>Time and Repetition Requirements</u>
1.5 MILE RUN	1.5 mile run in 16:11 minutes
SIT-UPS	23 Sit-ups in one (1) minute
PUSH-UPS	14 Push-ups, maximum repetitions with no time constraint and no rest during this phase of the test.
VERTICAL JUMP	14.5 inches

**DATES OF POST SESSIONS**

- Special Function Officer - POST - April 27 - June 2, 2015
- Special Function Officer - UDC - May 4 - June 11, 2015
- Special Function Officer - POST - July 6 - August 11, 2015
- Special Function Officer - UDC - July 13 - August 20, 2015

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



