



LEHI CITY POSITION OPENING Court Bailiff

CLOSING DATE: October 23, 2014

POSITIONS AVAILABLE: 1

SALARY RANGE: \$15.64/hour

STATUS: Part-time, non-benefited

DEPARTMENT: Police Department

JOB SUMMARY: Performs a variety of law enforcement duties related to the security, safety, order and operation of court facilities; including supervision of public while in courtroom. Works under the close to general supervision of the Justice Court Judge and the Lehi Police Department Officer assigned to oversee court security.

MINIMUM REQUIREMENTS: Graduation from high school or GED equivalent; must have current certification in the State of Utah as a Special Function Officer with Peace Officer Certification preferred; ability to communicate effectively, both verbally and in writing; ability to maintain working relationships with court personnel and judges, the public, and other departments; ability to react quickly to various situations under conditions of stress. No previous court security experience necessary.

TO APPLY: Each applicant is required to submit a [Lehi City Application](#) and any additional information listed on the job description to Human Resources. Application materials can be sent electronically to apply@lehi-ut.gov or submitted to Human Resources at 153 N 100 E, Lehi, Utah 84043.

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.