

Bailiff of the Supreme Court

Job Post Deadline Date

Thursday, October 29, 2020

External Job Posting Date

October 15, 2020

Salary

\$2,588.30

Month

City of Job Vacancy

Lincoln

Bailiff of the Supreme Court

Lincoln, Nebraska

The Clerk of the Supreme Court is taking applications for a bailiff position with the Nebraska Appellate Courts. The Bailiff performs responsible clerical and judicial support work for the Nebraska Supreme Court and Court of Appeals.

Work involves a variety of clerical and other staff support duties for the Supreme Court and Court of Appeals and the Clerk of the Supreme Court, such as binding and filing transcripts; organizing and maintaining all court records on file; opening court and assisting judges while court is in session; pulling, storing, organizing, shipping, and maintaining transcripts after disposition; and performing a number of personal service functions for judges and their administrative assistants and for the Clerk's office, as needed.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of court procedures and policies and legal documents pertaining to the courts; modern office practices and procedures; organization, operations, functions, and scope of authority of the Supreme Court and Court of Appeals. Ability to understand and follow oral and written instructions; to make work decisions in accordance with laws, regulations, policies, and procedures; to organize and maintain a variety of complex records, to prepare reports from such records; and to handle problems as they arise. Some intrastate travel, lifting of heavy court records/boxes and prolonged periods of standing will be required in this position.

MINIMUM QUALIFICATIONS: Graduation from high school, and familiarity with the procedures, policies, laws, and operations of the Supreme Court and Court of Appeals.

Hiring Rate: \$2,588.30 per month

Closing Date: 10/29/20

Please visit <https://statejobs.nebraska.gov> to fill out the State application. The State of Nebraska complies with Nebraska's Veterans Preference Laws.
