

**Bailiff  
Yellowstone County  
Clerk of District Court**

**SUBMIT APPLICATION BY 5:00 PM ON OCTOBER 13, 2015**

**POSITION INFORMATION:**

**This is a temporary, part-time position, which rotates between bailiffs.**

Bailiffs cover 5 courtrooms for the six District Court Judges within the Yellowstone County District Court judicial system. It is required that one (1) male and one (1) female attend per trial. Trials are assigned on a rotating and availability basis.

Bailiffs are in charge of the prospective jurors and the sitting jury during a trial. Good communication skills are a must. Bailiff must be alert and vigilant during trial proceedings for any emergencies or problems that may arise; have the ability to maneuver in courtroom for document deliver/retrieval or assist Judge as needed; and the ability to deliver & transport meals from lobby to jury room.

During trial proceedings, the bailiff must maintain communication with the assigned courtroom clerk and with other court personnel, including the Judge, when necessary.

**ESSENTIAL PHYSICAL ABILITIES:**

Must have sufficient clarity of speech and hearing which permits the employee to communicate well with the prospective jurors and court personnel. While performing the duties of this job, the employee is regularly required to use hands, reach with hands and arms. The employee must also be able to hear and see from long distances. The employee frequently is required to sit, stand, walk, and climb stairs, balance, push, pull, lift and carry. The employee must also be able to work long hours if necessary.

**COMPENSATION**

\$10.00 per hour

**Background checks will be conducted.**

**TO APPLY SUBMIT APPLICATION BY 5:00 PM ON OCTOBER 13, 2015:**

**Submit: County Application Form to:**

District Court, Rm 702, Yellowstone County Courthouse, 217 N. 27<sup>th</sup> St., Billings. MT

Mail Applications to: Clerk of District Court, PO Box 35030, Billings, MT 59107.

Download application at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

**NOTE:** Applications will be kept on file to fill future vacancies for a period of 90 days.