

Job Posting

Court Bailiff

Tremonton/Garland Police Department

102 S Tremont St.

Tremonton, UT 84337

(435) 257-9506

Job Title:	Court Bailiff
Department:	Police
Status:	Part Time
Wage:	\$22.50 per hour
Close Date:	Open until filled

Tremonton City is currently accepting applications for the position of Court Bailiff for both the Tremonton and Garland Justice Courts working Mondays from 1:00 p.m. to 4:30 p.m. and 9:00 a.m. to 4:30 p.m. one Monday per month and Thursdays from 10:00 a.m. to Noon and 9:00 a.m. to Noon on the 4th Thursday of each month at a starting wage of \$22.50 per hour. Position maintains courtroom security, directs parties to proper areas, and provides general assistance to the Judge by delivering case files, obtaining information, and performing related tasks.

Qualified candidates must have a high school diploma or equivalent and have Utah Special Functions Officer (SFO) certification. Must have knowledge in modern law enforcement principals, procedures, techniques, and equipment and of applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations.

Please submit application and resume to the Tremonton City HR Director at 102 S. Tremont St., Tremonton UT 84337 or email to lnessen@tremontoncity.com. Job is open until filled. Tremonton City is an Equal Opportunity Employer.