

Bailiff/Judicial Assistant Position - Notice

The Hall County District Court has an opening for a full time Bailiff/Judicial Assistant.

This employee is a key member of the District Court Judge's staff and performs a wide variety of docket management and clerical tasks for the assigned District Judge(s). This position includes both office and courtroom tasks such as schedule/docket management, document preparation, and trial management.

An ideal candidate will be highly organized and able to work in a fast-paced environment. Candidates must have excellent written and verbal communication skills and must be proficient with general office technology. Due to the sensitive and significant nature of work performed in the District Court, a candidate must have a demonstrated commitment to using discretion, maintaining confidentiality, and acting with integrity.

An ideal applicant will submit application materials which demonstrate their written communication skills, attention to detail, and will highlight the applicant's qualification and desire for the position. Qualifications may include prior judicial or legal employment experience, educational opportunities, professional certifications, or employment experience which increases relevant skills.

Applicants must submit a cover letter, resume, and a reference list. An applicant's reference list should include all needed contact information and should include at least one reference who can speak to the applicant's personal integrity and at least two references who can speak to the applicant's qualifications/skills. County rules require applicants also complete a formal Hall County employment application and consent for background check which may be found at <https://www.hallcountyne.gov/>. All required application materials should be submitted via email to courtjobs@hallcountyne.gov in PDF format. Incomplete applications will not be considered. This position will remain open until filled. Initial application review will begin on April 10, 2024. A detailed job description is available at <https://www.hallcountyne.gov/>

This is a full time position which requires on-site work. Hours are typically Monday through Friday 8 am to 5pm. The position will, occasionally, require early evening hours during jury trials. The County offers a robust benefit package including employer sponsored health insurance, a 6.5% employer contribution to the Nebraska Public Employees Retirement System, and many other benefits including paid vacation, paid sick leave, and paid holidays. This position has a starting salary of \$24.54 with opportunities for merit-based step increases.

EOE/AA/Veteran's Preference.