

# NYE COUNTY AGENDA INFORMATION FORM

Action    
  Presentation    
  Presentation & Action

<b>Department:</b> Human Resources	<b>Agenda Date:</b>
<b>Category:</b> Regular Agenda Item	<b>July 16, 2019</b>

<b>Contact:</b> Danelle Shamrell & Savannah Rucker	Phone:	Continued from meeting of:
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<b>Return to:</b>	<b>Location:</b> Pahrump	Phone:
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**Action requested:** (Include what, with whom, when, where, why, how much (\$) and terms)

Discussion and deliberation regarding Bailiff pay scale reclassification.

**Complete description of requested action:** (Include, if applicable, background, impact, long-term commitment, existing county policy, future goals, obtained by competitive bid, accountability measures)

At the April 30, 2019 Nye County budget workshop the Board of County Commissioners approved the reclassification of Nye County Bailiffs to the G1 Deputy pay scale, the total fiscal impact was calculated during the meeting totaling \$32,269. After an in-depth comparable study of internal and external equity of Nye County Bailiff job description and pay scale in comparison to other Class 3 Counties to Nye County's its been determined the Deputy pay scale was not adequate and that the Nye County Bailiffs should be considered for the same pay scale as Juvenile Probation Officers. The total fiscal impact of reclassifying the Bailiff positions from G1 Deputy to the Juvenile Probation pay scale is \$56,510, an increase of \$24,241 from the initial fiscal impact from the budget workshop on 4/30/19.

**Staff recommends a reclassification of all Nye County bailiffs to the Juvenile Probation pay scale to align the internal and external equity with the pay for the duties as performed and POST certification required.**

**\*\*If the BoCC approves the reclassification Finance will bring forward an augmentation agenda item at an upcoming BoCC meeting to augment the affected departments.**

Any information provided after the agenda is published or during the meeting of the Commissioners will require you to provide 20 copies: one for each Commissioner, one for the Clerk, one for the District Attorney, one for the Public and two for the County Manager. Contracts or documents requiring signature must be submitted with three original copies.

**Expenditure Impact by FY(s):** (Provide detail on Financial Form)

No financial impact

**Routing & Approval (Sign & Date)**

1. Dept	Date	6.	Date
2.	Date	7. HR	Date
3.	Date	8. Legal	Date <i>na</i>
4.	Date	9. Finance	Date
5.	Date	10. County Manager	Date

Place on Agenda

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ITEM # 45



# COUNTY OF NYE

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## **CLASS TITLE: BAILIFF**

### **BASIC FUNCTION:**

Perform basic law enforcement duties within the courthouse in accordance with court rules and regulations and to maintain public safety, peace and order.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Patrols the courthouse and courthouse property in order to enforce court regulations, observe activity of people present, prevent and discover commissions of crimes, and preserve law and order.
2. Preserve order in the court and within the hearing of the court, attend the needs of the jury, and open and close court. Enforce court rules, local, state, and federal laws and regulations.
3. Prevent all persons from coming within the bar, except officers of the court, attorneys and parties to, or jurors or witnesses in the cause or matter being tried or heard. Keep the passageway to the bar clear for ingress or egress.
4. Search court facilities and proceeding participants for contraband and weapons. Take custody of and supervise prisoners during court proceedings.
5. Initiate required court documents. Obtain criminal history and driving records, when applicable, on individuals appearing before the Court.
6. Transport prisoners between court and the county jail; transport individuals who have been detained by other jurisdictions on warrants. Provide security escort services for the Court and other County staff members as directed.
7. Answers and responds to calls and complaints regarding crimes against property and crimes against persons to include homicides, shootings, fires, automobile accidents, drug violations, juvenile problems, civil disobedience, and other violations of the law in the court or on the courthouse property.
8. Enforce laws and ordinances, issue warnings and citations and make arrests for violations occurring in areas of assignment. Conduct investigations of injury and accidents occurring in any Court facility or other assigned area.
9. Secures the scene of crime and conducts preliminary criminal investigations, interviews witnesses, and gathers evidence.
10. Administers first aid when a medical condition occurs.
11. Serve court orders regarding civil or criminal process, which are specifically directed by the Court or the presiding Judge. Contact and cooperate with other

law enforcement agencies in matters relating to the appearance of offenders and the investigation of offenses.

12. Apprehend, arrest and maintain temporary custody of offenders and individuals sought on arrest warrants and other court orders, as well as crimes that occurred in the courthouse or on courthouse property
13. Interacts with the general public in advising on laws, ordinances and other information; interviews persons with complaints and gives them proper direction
14. Performs duties on assignment if a call is received from the public in accordance with correct policies and procedures.
15. Presents evidence and testimony in court regarding a variety of criminal complaints and indictments.
16. Research, develop, implement and supervise various special program projects and related activities as directed by the Judge. Prepare relevant program/project reports and documents.
17. Contribute to special program education and local resource acquisition. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public.
18. Conducts surveillance and investigations in conjunction with other law enforcement agencies.
19. Maintain professional competencies through attendance and participation in relevant professional training seminars and conferences and participates in job-related training programs regarding law enforcement procedures, firearms, first aid and related subjects.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from a high school or G.E.D.; successful completion of a recognized course on firearm use and safety; minimum of one (1) year training and/or experience as a bailiff, peace officer, or corrections officer. First Aid and CPR certifications are required. PC and computer software literacy required. Some knowledge/experience with CJIS, NCJIS and NCIC desirable.

**Mandatory Certification:** Employees in this class must be certified by the Peace Officers' Standards and Training (POST) Committee per NRS 289.550 or successfully complete POST training within one (1) year of date of hire.

**LICENSES:**

Valid Nevada driver's license.

**CONTACTS:**

Public, co-workers, department heads and personnel, elected officials, various federal, state and local agency officials, court defendants, criminal suspects, program participants, law enforcement officers, deputy district attorneys, witnesses, and informants.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Demanding physical environment – requires lifting and subduing citizens, running and handling of law enforcement weaponry. Maintaining physical condition necessary for heavy lifting, bending, stooping, walking, sitting, running, climbing, crouching or standing for prolonged periods of time; operating motorized equipment and vehicles; and contact with physically violent and abusive individuals.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Hazardous conditions – There are environmental conditions that this individual will be exposed to such as courtroom and field environments, occasionally work in an emergency peace control environment, travel from site to site, exposure to hostile environments and individuals, potentially life-threatening conditions and situations, dangerous and violent persons, firearms, human bodily fluids, inclement weather .

### Nye County Bailiff Comp/Class Study - FY20

Class 3 Counties	Both Dist Ct & Justice Ct Bailiffs?	Does your entity employ Bailiffs?	How many Bailiffs do you have for Justice Court?	Are your Justice Court Bailiffs armed?	NV P.O.S.T. Required?	What is the Justice Court Bailiff's Salary Range?
<b>Carson City</b>	Yes	Yes	2	Yes	Yes, Cat 1	\$24.74 - \$37.12
<b>Churchill County</b>	Yes	District Court - Law Clerk/Bailiff & Contracted Court Security (armed guard - not POST cert., not an employee) Justice Court: No Bailiff. Contracted Security Guard, screens visitors as they enter the building. He does not attend court.		None	No. When criminal defendants are in court, an armed deputy is in attendance	Unk
<b>Douglas County</b>	Yes	District Court: Deputy Sheriff II's Constables	Justice Court: Constables: 6 PT<20 hours per week	Yes	Yes	Deputy Constable: \$19.48- \$29.23 Deputy Constable Sr. \$19.91 - \$32.26 Deputy Sheriff II \$21.50 - \$32.26
<b>Elko County</b>	Yes	Yes	4 Total between both Courts - 3 employees and 1 contract	Yes	Yes	\$22.67 - \$29.58
<b>Humboldt County</b>	Yes	Only for civil cases (ie: protection orders, evictions, small claims)		1 - unless high profile case	Yes	Yes - Detention Center Sheriff Deputies \$26.08 - \$32.58
<b>Lyon County</b>	Yes	Yes		3 No	No	ER PERS - 22.37 - 33.56 EE/ER PERS 25.61 - 38.46

**NCLEA Payscale - Deputies and Bailiffs Only**

*POST Incentive Pay ~ Basic Certificate 1 step increase - Intermediate 2% pay increase - Advanced 2% pay increase - Managerial 2% pay increase (Sergeant's only)*

GRADE/STEP		1	2	3	4	5	6	7	8	9	10
DEPUTY	G1	18.71	19.46	20.23	21.04	21.88	22.75	23.66	24.59	22.48	26.61
Intermediate POST	G2	19.08	19.85	20.65	21.48	22.34	23.23	24.16	25.12	26.13	27.17
Advanced POST	G3	19.47	20.24	21.05	21.89	22.77	23.68	24.63	25.61	26.64	27.70

For Sworn Personnel with Eligible Associate's Degree (2% increase from base pay)

GRADE/STEP		1	2	3	4	5	6	7	8	9	10
DEPUTY	G1A	19.08	19.85	20.65	21.48	22.34	23.23	24.16	25.12	26.13	27.17
Intermediate POST	G2A	19.47	20.24	21.05	21.89	22.77	23.68	24.63	25.61	26.64	27.70
Advanced POST	G3A	19.86	20.66	21.49	22.35	23.24	24.17	25.13	26.14	27.18	28.27

For Sworn Personnel with Eligible Bachelor's Degree (4% increase from base pay)

GRADE/STEP		1	2	3	4	5	6	7	8	9	10
DEPUTY	G1B	19.46	20.23	21.04	21.88	22.75	23.66	24.61	25.59	26.61	27.68
Intermediate POST	G2B	19.85	20.65	21.48	22.34	23.23	24.16	25.12	26.13	27.17	28.26
Advanced POST	G3B	20.24	21.05	21.89	22.77	23.68	24.63	25.61	26.64	27.70	28.81

GRADE/STEP		1	2	3	4	5	6	7	8	9	10
Bailiff - Regular PERS	G-1	16.33	16.98	17.65	18.37	19.10	19.87	20.67	21.50	22.36	23.25
Bailiff - Police Fire PERS	G1-pf	16.51	17.18	17.86	18.58	19.32	20.10	20.91	21.75	22.62	23.52

**Juvenile Probation Officer - Payscale**

<i>POST Certification Required</i>									
<b>GRADE/STEP</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Juvenile Probation Officer</b>	<b>JPO</b>	20.71	21.52	22.38	23.29	24.21	25.20	26.16	27.22