



Alaska Court System

**BAILIFF
ALASKA COURT SYSTEM
ANCHORAGE, ALASKA
\$14.48 Hourly
Part-Time / Temporary / On-Call
Open Until Filled**

The Anchorage Trial Court is seeking temporary bailiffs to perform customer service duties for jurors during deliberations. Under general supervision, bailiffs escort jurors in and out of the courtroom, prevent unauthorized communication with jurors while they are in deliberation, arrange meals, and handle the personal needs of jurors while a jury is sequestered.

A bailiff requires a high school diploma or equivalent plus six months of responsible work experience demonstrating the ability to deal tactfully with the public and follow oral and written instructions. A valid Alaska Driver's License is also required.

Qualified applicants may obtain an Alaska Court System Employment Application from the Human Resources Department at 820 W. Fourth Avenue in Anchorage. Completed applications may be delivered to Human Resources; faxed to 907-264-8262; or emailed to recruitment@akcourts.us.

For further information, please contact Human Resources at 907-264-8242.

**THE ALASKA COURT SYSTEM IS AN EEO EMPLOYER
AND PROUDLY PROMOTES DIVERSITY**