



BAILIFF

Department / Program: Hopi Tribal Court

Reports To: Chief Judge

Salary/Hourly Range: 33

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 11/15/2016

INTRODUCTION:

This position is responsible for maintaining a secure courtroom for all hearings in support of the Hopi Judicial Branch, for ensuring the efficiency of courtroom procedures, and for personal service of process throughout the Hopi Reservation.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Prepares courtroom(s) for court hearings; checks courtroom(s) for security and cleanliness; provides security and maintains order while court is in session; announces the judge into the courtroom and calls the court to order; admonishes or evicts any unruly, disrespectful or potentially dangerous persons from the courtroom; ensures parties and legal counsel are present and prepared to proceed with court. Maintains confidentiality on all matters within the Judicial Branch.
2. Assists Judges, clerks, witnesses, attorneys, litigants and the general public; responds to inquiries from the public about the general courtroom process.
3. Is solely responsible for control and movement of adult and juvenile inmates in and out of the courtroom.
4. Maintains the safety and physical security of the Court house facilities.
5. Provides security services to all patrons of the Court House Facilities, including judicial staff, customers, visitors, court staff and other agencies.
6. Provides defendants with necessary paperwork to be completed for appointment of counsel; transports files on an as-needed basis between courtrooms when hearings are occurring simultaneously.
7. Serves Subpoenas, summons or other court documents for all the court in all geographic locations on the Hopi Reservation, sometimes on an emergency basis; calls or locates witnesses outside of the courtroom when ordered to testify.
8. Maintains control over jurors; receives instructions from the judge regarding sequestering of jurors, ensures prevention of jury contact with public, stations self outside the jury deliberation room and transmits verbal and written messages from the jury to the judge.
9. Performs other related duties to achieve the program scope of work, goals, objectives and funding obligations.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, judges, law enforcement personnel, inmates, criminal defendants, parties to civil cases, attorneys/advocates and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and foster a network of services for the benefit of the Hopi Tribe.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work of the incumbent is moderately active and is performed in both a standard office and courtroom environment, as well as in villages and homes throughout the Hopi Reservation. As an Officer of the Court, the incumbent may be exposed to and encounter risks and hostility where conditions are variable and cannot be easily controlled, both within and without the courtroom. Incumbent may encounter stress due to large volume of court hearings and duration of court proceedings. Incumbent must also serve court documents throughout the Hopi Reservation and may encounter dangerous situations during attempts to locate the person who is required to be served. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate;

AND

Experience: Two (2) years' work experience in a detention or related security protection services;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of Hopi laws;
- Knowledge of court proceedings;
- Knowledge of courtroom management and security;
- Knowledge of legal terminology and documents;
- Knowledge of general office practices and procedure;
- Knowledge of Hopi culture and traditions;
- Knowledge of First-Aid and Infant/ Adult CPR;
- Knowledge of Security tools and equipment;
- Knowledge of two way radio communications and police codes;
- Knowledge of portable firefighting equipment and techniques;
- Knowledge of prisoner escort procedures;
- Knowledge of Hopi Reservation roads and villages.

Skills:

- Skill in using basic office equipment, computer software/hardware, and other modern office equipment;
- Excellent communication and written skills;
- Effective public relations, as well as interpersonal skills;
- Skill in weaponless self-defense and certified in the use of a TASER;
- Skill in analyzing situations, making quick and reasonable decisions;
- Skill in using portable fire-fighting equipment and suppression/extinguishing small fire;
- Ability to operate courtroom security screening devices such as magnetometers and hand held wands.

Abilities:

- Ability to accomplish routine task within specified time frames;
- Ability to maintain strict confidentiality in all aspect of duties and responsibilities;
- Ability to follow written and verbal instructions from supervisor and prepare required reports;
- Ability to react quickly and decisively to unusual, emotional or physical crisis;
- Ability to establish and maintain positive, professional working relationships with employees and the general public, Tribal, Federal and State agencies/organizations.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. A background Investigation, character and employment reference check is required.
3. Must be able to pass random drug and alcohol screening.
4. Must not have any felony convictions and any misdemeanor conviction(s) involving domestic violence within the previous ten years.
5. Must be physically fit and certified to handle a TASER or obtain certification within 60 days of hire.
6. Must submit to annual physicals.
7. Must maintain annual TASER certification.

DESIRED REQUIREMENTS:

1. Speak and understand the Hopi language.