



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 047-23

OPENING DATE: 02/17/2023

CLOSING DATE: 03/31/2023

POSTED: IN/OUT

POSITION: Bailiff
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Tribal Court
REPORTS TO: Court Security Officer
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: As a sworn officer of the Court, ensures the safety and orderly operation of the courtroom, operates magnetometer and removes prohibited items; provides administrative support to the court and staff, facilitates the flow of courtroom cases and official proceedings, and enforces rules in the courtroom. Provides personal service, including delivery of summons, subpoenas, court documents in accordance with process service rules, and other legal notices issued by the Isleta Tribal Court to all identified parties to assure due process notice.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Prepares the courtroom for proceedings including arraignments, hearings, and trials.
- Opens and closes court; announces entrance of the presiding Judge; calls witnesses; maintains order during court session.
- Removes persons violating the orderliness of the court at the direction of the presiding Judge.
- Performs a wide variety of support tasks for the court; assists jurors, witnesses, attorneys, and others, according to established guidelines, policies, procedures, statutes, rules, and administrative orders.
- Maintains court security by providing protections to all participants.

- Ensures courtroom readiness for court proceedings; directs people to the proper area and provides schedule and procedural information to attorneys, jurors and others; secures court room at the end of the day.
- Screens all persons entering the courtroom for weapons visually and with a hand-held scanner, and with the magnetometer. Places the items in a secure locker.
- Provides security and order in the courtroom and throughout court facility and in the hallways to maintain order, decorum and dignity of the court.
- Maintains order in the lobby or waiting area while visitors are arriving, waiting and leaving.
- Escorts jurors to and from jury room and secures jurors in jury room during jury trials.
- Assures proper conduct of parties and observers present in the courtroom to keep noise level at a minimum, and if necessary remove disorderly person from the courtroom.
- Compiles list of attendees who report to work for Community Service purposes.
- Completes assessments for yard work requests within the community for Community Service.
- Locates person(s) to be served; hand delivers summons, subpoenas, court documents, correspondence and orders to witnesses and other relevant parties as directed by the Isleta Tribal Court.
- Assures legal documents are served in sufficient time to allow due process to all parties.
- Obtains signature of person served, and records time and place of service.
- Acts as receptionist for tribal court as directed; answers incoming telephone calls, determines, purpose of callers, and forwards calls to appropriate personnel or department.
- Assists court clerks with filing or research as directed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be 21 years of age.
- Two years' experience in law enforcement, criminal justice or in a courtroom setting.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the Pueblo's judicial system.
- Knowledge of courtroom practices and procedures.
- Skill in physically subduing individuals in the courtroom.
- Ability to deal effectively with people who are emotional or disgruntled in stressful situations.
- Ability to speak clearly and persuasively in positive or negative situations.
- Ability to communicate effectively in the English language, and preferably in the Tiwa language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to receive orders and follow instructions in verbal and written format

- Ability to maintain confidentiality.
- Ability to use a hand-held metal detector scanner and magnetometer.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Knowledge of service of process procedures.

PHYSICAL DEMANDS:

- Standing or walking for up to 8 hours per day.
- Talk, hear; use hands to handle objects, equipment, controls and reach with arms and hands.
- Strength is required to effectively subdue and/or remove persons in difficult or emergency situations.
- Position requires lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or courtroom environment or tribal vehicle.
- Noise level is usually minimal.
- Exposure to outdoor temperatures and weather conditions.
- Frequent interaction with emotional or disgruntled clients.
- Evening, weekend, and holiday work may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.