

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail melanie.piedalue@cskt.org**

*****V A C A N C Y A N N O U N C E M E N T*****

TITLE: Bailiff

LOCATION: Tribal Court - Pablo

SALARY: \$18.57 - \$21.34 per hour, plus benefits

CLOSING DATE: Thursday, April 25, 2024 at 5:30 p.m. (MST)

GENERAL DESCRIPTION OF WORK:

A Bailiff is an officer who plays an important role in the courtroom. A Bailiff is primarily responsible for maintaining order and security in the courtroom and courthouse. A Bailiff also assists the presiding judge in the orderly conduct of trial.

Incumbents are expected to model the mission and values of the court; use significant independent judgment in the interpretation and application of rules, procedures, and policies; and provide significant input to the unit or team on how their work processes can be improved to enhance efficiency and security of the Tribal Court.

- Actively patrols buildings and parking lots to ensure personnel, building and property are safe and secure, including the examination of all doors and windows on property to confirm all are closed and secure. Notifies Clerk of Court, Tribal Court Administrator, Chief Judge or designees of potential issues.
- Understands and enforces relevant Tribal Court safety policies, procedures and safety practices.
- Works in cooperation with court staff and other CSKT staff and appropriate agencies to maintain workplace/personal safety and security, and to protect others against workplace violence.
- Observes and reports irregularities such as security infractions, facility safety hazards, and emergency situations. Reports life threatening conditions and/or property damage to authorities and designated personnel when appropriate and takes immediate action (in accordance with applicable training) until emergency responders arrive.
- Transports prisoners to and from the courtroom. Copies and posts daily case schedules. Performs metal and x-ray detection of individuals and materials before entering the courthouse and courtroom.
- Unlock/locks courtrooms and jury rooms and ensure that they are neat and orderly. Signs in all persons appearing for court and ensure each is on the docket. Open court and inform judge that court is ready.
- Takes custody of jurors, assist jurors in finding seats and distributes jury questionnaires. Call witnesses and administers oaths to witnesses and jurors. Relays messages from jurors to court and/or families.
- Escorts defendants to and from the courtroom. Collects evidence from juries. Operates courtroom equipment. Prevents smoking, noise or other distractions outside the courtroom during court and trials. Closes court.
- Takes custody of defendants in the courtroom and transports them to the jail.
- Makes sure proper court procedures are followed, including procedures to follow in the event of an emergency. Creates and updates court safety procedures, as needed. Interacts with court staff on matters affecting security and make recommendations for improvement or enhancement to job processes to ensure standards.

- Keeps the courtroom secure and guarding the safety of everyone inside the courtroom. This includes searching the courtroom and the interior and exterior of the courthouse before and after proceedings and courtroom breaks to make sure nothing is present that does not belong inside the courtroom. This may also include using screening technology such as xrays and other devices to search persons entering the courtroom and confiscating firearms and other items not allowed in the courtroom.
- Maintains custody of the prisoner during the courtroom proceedings, as needed. Escorts judges and others to and from the courtroom, as needed. Keeps order and quiet in the courtroom. May obtain authorization to carry firearms and non-lethal weapons such as tasers and pepper spray to protect those within the courtroom in the event of a violent attack.
- Must guard the jury from contact with those outside of the courtroom. Must keep persons from smoking in the courtroom, entering the courtroom during a judge's charges to the jury, and otherwise disturbing the courtroom proceedings in any way. Assists the judge and others in the courtroom who may need assistance. May screen and handle exhibits and evidence during court proceedings.
- May be asked to provide water and tissues to a witness on the stand and other participants in court proceedings.
- Maintains the ethics and integrity of the Tribal Court. Makes sure proper court procedures are followed, including procedures to follow in the event of an emergency. Coordinates periodic checks of safety equipment such as fire extinguishers, alarm systems, security cameras and reports malfunctions as necessary.
- Must notify the proper emergency personnel, including police and medical personnel, in the event of emergencies, as necessary. Monitors premises through security cameras and checks for unauthorized activity. Performs administrative duties in the courtroom, as necessary, which may include keeping the courtroom clean and stocked with necessities such as notepads, etc.
- Performs other duties as assigned by Chief Judge.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

High School Diploma or equivalent. A minimum of at least one year college course work preferred. A minimum of two (2) years work experience in law enforcement/security field or combination of training and experience where people skills, planning and coordination are required. Must be at least 21 years of age. Must pass a criminal background check. No misdemeanor convictions in past year except minor traffic. Must never have had a misdemeanor conviction involving child abuse, sexual offense, assault with a weapon, domestic abuse or violent crime against a person. Must have not had any record or history of drug abuse within the past five (5) years. Must not be subject of a current investigation involving criminal activities, including indictments. Must not have a driving while intoxicated or reckless driving conviction within the past three (3) years. Must possess a valid Montana driver's license throughout employment. CPR and First Aid training or ability to attain

SUBMIT:

1. Completed Tribal employment application (will not accept resume in place of the application)
2. Copy of relevant academic transcripts and certifications
3. Copy of valid Driver's License
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Patty Stevens at Tribal Court (406) 675-2700 Ext. #1112