



The Three Affiliated Tribes **Job Description**

BAILIFF

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Chief Judge DEPARTMENT: Fort Berthold District Court SALARY: D.O.Q. CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: 609 Main, Street, New Town OPENING DATE: CLOSING DATE:
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POSITION SUMMARY:

This position maintains order within the courtroom and protects judges, jurors, and other court personnel; and ensures that trials run smoothly.

The candidate, after successful completion of the probation period, will receive further training in areas such as first aid, CPR, self-defense, and Electronic Control Device.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform duties and responsibilities as related to court operations and scheduling. De-escalate heightened situations to maintain court decorum.
2. Provide security by checking all packages, purses, briefcases, and persons to assure the safety of the court.
3. Provide administrative support to judge, clerks, and jurors, and prevent a juror's mishandling of evident in trials.
4. Ensure the courtroom is safe and ready for use prior to the start of all hearings. Conduct a routine security check of the courtroom to prevent the hiding of weapons.
5. Check in with the Chief Judge at the beginning and the end of each day for assignment. Announce the judges' arrival and the judges' departure in court.
6. Prepare to handle and expedite unscheduled hearings or emergencies as they occur.
7. Assist with basic daily operations, when necessary, such as stocking courtroom supplies and/or escorting visitors/vendors to appropriate offices.
8. Notify TAT Law Enforcement of any individual needing to be taken into custody. Complete an incident report if necessary.
9. Adheres to MHA Policy & Procedures as well as department policies/guidelines.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

Skills

- **Analytical**-the individual synthesizes complex or diverse information.



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- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of general laws, rules, policies, and procedures pertaining to the court.
- Knowledge of basic court proceedings and legal terminology.
- Knowledge of MHA Nation (or other neighboring tribe) history and culture.

Abilities

- Ability to establish and maintain effective relationships with other management staff, judges, court personnel, staff, tribal/state/federal agencies, vendors and the general public.
- Ability to work in a highly structured and fast-paced environment.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED. **REQUIRED.**
- Experience in security/safety or related area. **PREFERRED**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Valid Driver's License. **REQUIRED.**

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of



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personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____