

POSITION DESCRIPTION

POSITION: Tribal Court Bailiff

LOCATION: S/M Tribal Court

SALARY: \$11.50 per hour

Supervisor:

TABLE OF EQUIVALENCIES: Applies

Part Time This is a grant funded position

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

POSTING DATE: 2-9-18

CLOSING DATE: 2-16-18

PAYGRADE: 3

GENERAL RESPONSIBILITIES: The Bailiff will be responsible for overall proper courtroom security and order. The Bailiff will also assist with service of process.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description.

DUTIES:

1. Provide Security for judges and court staff.
2. Maintain order and security in the courtroom, waiting area and for the Court
3. Ability to calm and control disruptive individuals.
4. Ability to assess situations, make judgements, and take action with little or no supervision.
5. Search courtroom prior to hearings.
6. Provide protection for jurors or other court staff.
7. Enforce all courtroom rules.
8. May serve notices, subpoenas, summons or other court documents for Court.
9. Work cooperatively with security and law enforcement.
10. Answer questions from the public where appropriate.
11. Must maintain an acceptable departmental attendance record.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures, and land use codes.
15. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Security experience preferred, but not necessary.
3. Must successfully complete the Bailiff Training within 6 months of hire.
4. Must be able to handle stressful situations.
5. May require cross training with S/M Police Department.
6. Must have evidence of effective interpersonal and communication skills.
7. Good public relations and people skills are required.

8. Must understand and be able to apply rules governing courtroom decorum.
9. Must be a team player who understands the goals and will work with others to get the job achieved.
10. Must maintain strict confidentiality.
11. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance
12. Must be willing to attend all applicable training.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must be eligible for coverage under the employer's liability insurance.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
16. Must abide by departmental and organizational safety, testing, and uniform guidelines.
17. Must be able to meet physical requirements of position.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to fifty (50) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.
5. Must be in good physical shape and be able to stand for extended periods of time.
6. Must be able to see and hear at normal range.

**SUBMIT APPLICATION TO: Human Resource Department
Stockbridge Munsee Community
N8705 Moh He Con Nuck Rd
Bowler, WI 54416**

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge Munsee Community operates as an equal opportunity employer. Except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Tribal Council Approved: 2-6-18