

PUYALLUP TRIBE OF INDIANS





OPENS: JANUARY 10, 2019 CLOSES: JANUARY 24, 2019

JOB TITLE: BAILIFF DEPARTMENT: TRIBAL COURT

REPORTS TO: COURT ADMINISTRATOR/ CHIEF JUDGE HOURS: FULL TIME – 40 HRS/WK

SALARY: BASED ON SALARY MATRIX + BENEFITS

POSITION SUMMARY:

Assists the Court Clerk and maintains order for operation of the court. Provides support services to the Court of Appeals and Tribal Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Calls the court to order and maintains order during court hearings.
- 2. Oversees the jury during trials and assists with the needs of jurors.
- 3. Assists the public when court is in session.
- 4. Detains members of the public if found in contempt until law enforcement arrives.
- 5. Detains criminal defendants until transported by law enforcement.
- 6. Assists law enforcement with defendants in the court room.
- 7. Serves summons and subpoenas for criminal proceedings.
- 8. Operates copiers, phones, fax machines, completes typing. Maintains confidentiality at all times.
- 9. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, and Registrations:

Must have a valid Washington Drivers License and insurance and must maintain them during employment.

Other Skills and Abilities

Strong customer service skills to work with the public.

Ability to work cooperatively and positively with others.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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.

- Must be physically able to detain defendants or members of the public, maintain order in the court, and serve summons/subpoenas.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear.
- The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Potential dangers include hostile individuals.

- Employee may be exposed to outdoor weather conditions.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Requires occasional travel using employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

HOW TO APPLY:

APPLY ONLINE AT HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL 253-573-7863 OR EMAIL JOBS@PUYALLUPTRIBE-NSN.GOV