

**THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT**

POSITION NO: 209238

Date Posted: 9/25/2017

CLASS CODE: 9244

Closing Date: 10/6/2017

POSITION TITLE: Bailiff

DEPARTMENT NAME: Kayenta Judicial District Court

WORKSITE LOCATION: Kayenta, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$34,361.60</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$16.52</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Non-Exempt</u>

DUTIES AND RESPONSIBILITIES:

The Bailiff shall service under the supervision of the Court Administrator and perform work of moderate difficulty in providing a variety of safety and security services in support of the secure operations within the courtroom and throughout the judicial facility and premises. **Essential duties, functions and responsibilities of this position include:** Screening all persons and parcels entering the court facilities for weapons, contraband, and prohibited articles in accordance with the Judicial Branch Court Security Policy. Providing security services throughout the courtroom and the judicial facility and premises. Maintaining order, decorum and dignity in the court. Temporarily detaining individuals as ordered by the court until law enforcement arrives. Maintaining security during recesses and during deliberations. Maintaining confidentiality of court information and records at all times. Contacting emergency personnel, e.g.; Police, Emergency Medical Services, Fire Department in times of emergency for assistance. Receiving and greeting incoming visitors in professional and aiding manner, and referring them to the appropriate staff. Managing, escorting and securing jurors and witnesses during the course of a trial or hearing. Monitoring and maintaining the court security surveillance system. Maintaining a variety of logs. Maintaining records of activities and completing security-related incident reports. Retrieving and/or duplicating recorded court hearings, as requested. Maintaining security equipment and devices. Facilitating fire drills as directed by management. Conducting periodic evaluation of court security. **May also be required to:** Assist in calling cases. Assist in administering oath limited to court hearings for witnesses and jurors. Assist in operating and maintaining digital, audio/video recording systems and provide other court support services. Perform a variety of assignments within the court and when court is not in session based upon operational needs.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or G.E.D.

Experience:

Two (2) years of progressive and responsible experience in law enforcement, detention/corrections, and security, or closely-related field. An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Initiative and Skills:

The position requires the ability to: Respond appropriately and take necessary action when a disturbance or emergency situation arises, including under hostile and stressful circumstances. Established and maintain effective and cooperative working relationships with others. Communicate in courteous, clear and professional manner with all parties. Address, resolve and/or refer requests related to customer service to appropriate personnel. Maintain a professional appearance and composure at all times. **Shall learn the following:** Applicable Navajo Nation laws. Personal, facility and perimeter security. Court safety and security procedures. Use of security screening equipment and devices. Basic records and file management. Defensive and tactical techniques.

License/Certification Requirements:

Must possess a valid state-issued driver's license. Within 90-day of employment, shall successfully pass a criminal background check. Within 90-day of employment, shall obtain a Navajo Nation Vehicle Operator's Permit. Shall wear the official uniform prescribed for this position issued by the Judicial Branch of the Navajo Nation. Shall possess a current Cardiopulmonary Resuscitation (CPR) and First Aid/Responder Certification. Shall submit to a Defensive Tactics certification. Shall submit to a Physical Examination by a licensed physician to evaluate mental and physical health. Must be able to lift up to 80lbs.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: October 01, 2010

CONTACT INFO: Office of the Human Resources
Post Office Box 50; Window Rock, Arizona 86515

Telephone (928) 871-7023 Facsimile (928) 871-6862 Website: www.navajocourts.org