

BAILIFF (TEMPORARY)

WORKSITE LOCATION: ALAMO JUDICIAL DISTRICT COURT (ALAMO, NM)

POSITION DESCRIPTION:

Perform work of moderate difficulty in providing a variety of safety and security service in support of the secure operations within the courtroom and throughout the judicial facility and premises. Screening all persons and parcels entering the court facilities for weapons, contraband, and prohibited articles in accordance with the Judicial Branch Security Policy. Providing security service 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 or when court is not in session based upon operational needs.

SALARY INFORMATION: \$16.52 Hourly Rate / \$14,898.40 Salary

DURATION OF EMPLOYMENT: April 30, 2018 through September 28, 2018

MINIMUM QUALIFICATION: A High School Diploma or G.E.D. and 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 that provides the capabilities to perform the described duties may be considered.

SPECIAL REQUIREMENTS: Must possess a valid state-issued driver's license. Within 90-days of employment, shall successfully pass a criminal background check. 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.

APPLICATION SUBMISSION REQUIREMENTS: In order to receive full credit for education, experience and training to receive preference in employment as an enrolled member of the Navajo Tribe, the following are required:

- Navajo Nation Judicial Branch Application for Employment
- Letter of Interest
- Resume
- Copies/Official Transcripts, Degrees, Certificates
- Certificate of Indian Blood
- Social Security Card
- Valid State issued Driver's License

Submit completed application packets to the Office of Human Resources by April 13, 2018, at 5 p.m.

CONTACT INFO: JUDICIAL BRANCH OFFICE OF HUMAN RESOURCES
Post Office Box 520; Window Rock, Arizona 86515
Telephone (928) 871-7023 **Facsimile** (928) 871-6862 **Website:** www.navajocourts.org