

**JOB ANNOUNCEMENT**  
**Court Bailiff**  
**Tribal Court**

**Requisition No.:** \_\_\_\_\_

**Opening Date:**

**Closing Date:**

**Division:** Tribal Government

**Location:** Tribal Courthouse

**Reports To:** Chief Judge

**Prepared By:**

**Prepared Date:**

**Job Code:** 7047

**"Salary Commensurate With Education And Experience"**

**SUMMARY**

Under the direction of the Chief Judge, the incumbent performs functions that ensure the safety and order of proceedings before the Mashantucket Pequot Tribal Court and the Mashantucket Pequot Court of Appeals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**TIME**  
**PERCENTAGE**

Must adhere to the Mashantucket Pequot Tribe's Policies and Procedures and the Mashantucket Pequot Standards of Conduct for Nonjudicial Tribal Court Employees.

Maintains safety and peaceful decorum of the Courthouse, grounds and courtroom proceedings. Ensure personal safety of judges and court personnel. Ensure the confidentiality of closed court proceedings by removing all unauthorized persons from the Courthouse. Assist the judges and clerks as needed in court proceedings including, but not limited to: retrieval and sequestration of jurors and witnesses; elimination of distractions and interference with recording equipment; safeguarding evidence when directed; transmission of court filings and exhibits; assisting persons in fine payment and document filing; and assisting witnesses, jurors and other persons as needed. Perform opening and closing ceremonies of the Court. Prepare courtroom and conference rooms for hearings and conferences and secure at the close of all proceedings.

40%

Provides protection for all court personnel, jurors, witnesses and users of the Courthouse. Screen all persons entering the courtroom for guns, knives, other weapons and prohibited chemicals. Enforce court orders regarding possession of weapons and other prohibited articles within the Courthouse. Facilitate the flow of persons into and through the Courthouse. Periodically check courthouse parking lots to keep unauthorized persons and vehicles from the area, and to check for security problem. 40%

Exercise all of the powers of a tribal police officer, including but not limited to, the power to arrest and the authority to serve court process. Be primarily responsible for service of Tribal Court civil process. Assist tribal police officers where special skills or qualifications are required and in emergency situations pursuant to the provisions of the "Court Bailiff Agreement between the Mashantucket Pequot Tribal Police Department and the Mashantucket Pequot Tribal Court." 5%

Work in conjunction with other Court Bailiff(s) to develop and maintain a Tribal Judiciary Security Plan. Oversee the conduct of an annual survey to evaluate the security needs of the Courthouse and personnel and prepare a report of findings including recommended improvements. Work with court personnel to institute security improvements. Create operations manual for use of Tribal Court Bailiffs. 5%

Oversee physical maintenance of the Courthouse, including seating, condition of microphones, lighting, heat, air conditioning, etc. and for taking necessary steps working with other Tribal departments to effectuate any necessary repairs. Serve on Tribal Court Loss Control Safety Panel. 5%

Function as liaison with tribal law enforcement, tribal security, state and federal law enforcement and courts. Attend workshops and training related to job duties and functions as directed by the Chief Judge and Chief of Police. Perform all other related and compatible duties as assigned. 5%

**TOTAL** 100%

### **QUALIFICATIONS**

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 G.E.D. required. Minimum 3 years of law enforcement experience required. Have a valid driver's license with excellent driving record. Experience in court security and /or duties of a court bailiff desirable. Possess a thorough knowledge of court operations and decorum. Must meet all of the qualifications required for Mashantucket Pequot Tribal Police Officers. Must possess ability to recognize covert weapons. Be skilled in using security equipment such as metal detectors, surveillance cameras and various alarms. Must be trained in bomb detection and bomb situation procedures.

Must be able to confront disruptive persons in a professional manner and demonstrate the ability to quickly and safely diffuse volatile situations through the use of non-lethal methods. Must exhibit a calm personality and have no history of excessive use of force or misconduct. Must be alert, personable, attentive to detail and have a good memory. Must have experience working with the public. Must be able to think clearly and perform well in stress-filled emergencies with or without supervision. Must be able to work cooperatively as a team with other Court Bailiff(s) and Tribal Police officers. Must execute and strictly abide by a sworn Statement of Confidentiality.

Applicant must have the demonstrated skills and experience to meet the minimum qualifications associated with this position.

Excellent communication skills in the English language, verbal and written, are required. Excellent report writing skills needed to document courthouse activities and incidents. Understanding of legal terminology is required. Experience operating Windows 95 operating system and Microsoft Word required.

Must be able to work independently and to exercise initiative. The successful candidate will have good organization skills. Must be able to prioritize tasks and complete assignments under strict time constraints. The ability to work with the public, even in stressful situations, is essential.

**LANGUAGE SKILLS**

Position requires good communication skills. Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to conduct simple research and to communicate the results of that research in writing.

**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 instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid motor vehicle driver's license. Must possess State of Connecticut pistol permit and apply for and receive Mashantucket Pequot pistol permit. Must be C.P.R. and First Aid certified. Must be trained in self-defense and defense of others. Must be willing to be blood pathogen, Cap Stun and Asp baton use certified. Must be handcuff certified by the Mashantucket Pequot Tribal Nation or be willing to apply for and receive certification. Must be able to qualify for Bureau of Indian Affairs (BIA) Deputy Special Commission.

**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. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms to type using personal computers and will be subject to some repetitive motion; and talk or hear. The employee is required to sit for extended periods of time and to pay close attention to courtroom activity. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee must be able to cope with stressful and emergency situations and operate a vehicle at night in severe weather conditions and at high speed pursuit.

The employee must be able to walk, run short and moderate distances in foot pursuit, climb stairs and ladders, jump and dodge obstacles, lift and carry objects and people, drag and pull objects and people, push/pull heavy objects, bend and reach, use force of short and moderate duration with subjects, use restraining devices, and use restraining/control holds.

The employee must be able to physically operate required equipment such as surveillance equipment, scanning devices, firearms, cameras, radios, telephones, handcuffs, baton, flares, radar, and breathalyzer.

The employee must have hearing ability sufficient to understand radio transmissions, and conversations with others in person and over a telephone and a radio. The employee must also have speaking ability sufficient to communicate effectively with others in person, over a telephone and a radio. The employee must have visual ability sufficient to operate a police vehicle day and night.

**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.

The noise level in the work environment is usually quiet to moderate.

Send resumes, job bids and applications to:

**Human Resources  
Mashantucket Pequot Tribal Nation  
Route 2 / P.O. Box 3777  
Mashantucket, CT 06339-3777**

THE MASHANTUCKET PEQUOT TRIBE PRACTICES INDIAN PREFERENCE IN HIRING (Public Law 93-638) AND IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.