JOB OPENING ANNOUNCEMENT

Job Title: Bailiff

Department: Tribal Courts

Status: Full-Time; Non-Exempt

Opening Date: 4/8/2024

Reports to: Chief Judge

Job Vacancy: YAN-24-040

Starting Wage: DOE

Closing Date: 4/19/2024

POSITION DESCRIPTION: The Court Bailiff provides security and operational support for court hearings, serves legal process on the Yavapai-Apache Nation Reservation and transports prisoners from local jails for court hearings.

QUALIFICATIONS:

- High School Diploma or GED.
- Excellent verbal communications skills required
- Excellent organizational skills and ability to work well with others required
- Requires a minimum of two (2) years' experience directly interfacing with the public in an authoritative role.
- Prior experience with or knowledge of court practices and procedures
- Some legal training preferred.
- One (1) year of law enforcement training or work experience required including training in crowd control.
- Must have adequate PC skills in Microsoft Word, Microsoft Excel, and Windows 10.
- Must never have been convicted of a felony, DWI or DUI, or convicted of two (2) misdemeanors within the past year.
- Ability to calm and control disruptive persons.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Sets up and prepares the courtroom for hearings, including insuring that all necessary parties that have signed in are in the courtroom before hearings begin;
- Advises the Clerk of the Court when the courtroom is ready to begin hearings;
- Provides security for the courtroom and assists the judge to conduct hearings in an efficient and courteous manner;
- Calls the court to order and announces the judge into the courtroom;
- Calls or locates witnesses outside of the courtroom when they are ordered to testify and swears-in witnesses;
- Maintains control of, assists and provides security for jurors during empanelment of jury and throughout jury trials ensuring that there is no outside contact or interference with jurors;

- Maintains security during juror deliberations, acts as liaison between judge and jurors during deliberations and reads verdict in open court;
- Provides transportation for prisoners between the courthouse and local jails and remains in courtroom during all hearings in which a prisoner is involved; provides transportation for prisoners in local jails for medical and other appointments;
- Maintains a daily list of prisoners and their locations and in conjunction with the Senior Deputy Court Clerk is responsible for the timely transportation of all prisoners to hearings, including timely notification of the YAPD for transportation of prisoners in remote jails such as the BIA jail on the Hualapai Reservation at Peach Springs, Arizona;
- Timely serves legal process on the Yavapai-Apache Nation Reservation including notice of hearings, subpoenas, summonses and other court documents and maintains logs and other documentation evidencing service of process including the name of the person served, place, date and time of service of process; timely provides returns of process to the Clerk of Court;
- Maintains confidentially of all matters within the Judicial Department;
- Prepares written reports of activities as required;
- Provides backup support for the Court Clerk's Office as required;
- Carries out any other instructions given by the judge and performs other duties as assigned.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:
Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE FINGERPRINTING