



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

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**POSITION ANNOUNCEMENT
COURT BAILIFF**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a court bailiff position. The Court currently serves 18 tribal governments, principally in San Diego and Riverside Counties, and is based on the Rincon Indian Reservation in northeast San Diego County. The Court's caseload includes child dependency, civil litigation, law enforcement citations, tort claims, and protective orders among other matters.

Duties

The court bailiff serves in a dynamic court environment regularly attending judicial proceedings and, under the supervision of the lead court clerk, has primary responsibility for all court bailiff duties including screening parties and maintaining order in the courtroom.

Qualifications

Candidates must have a high school diploma (or equivalent) and a strong history of work experience. Experience in law enforcement or as a security officer is preferred. The successful applicant will receive training on Court procedures as well as continuing guidance from senior Court staff.

Skills

The Court is seeking an individual with a strong work ethic who can communicate effectively, both orally and in writing, and work efficiently with a high-volume caseload. The court bailiff must be able to maintain strong relationships with colleagues, judges, attorneys, tribal representatives, and the public.

Additional Information

This is a full-time hourly position. The starting rate is \$21.00 per hour plus benefits: employer-sponsored health care, paid time off, and 401(k) contributions.

Applications

To apply, submit a cover letter and résumé to Director of Administration and Human Resources Maria Maciel at mmaciel@intertribalcourt.org. This position is open until filled.