INTERTRIBAL COURT OF SOUTHERN CALIFORNIA
49002 Golsh Road Valley Center, California 92082
Phone: (760) 751-4142
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POSITION ANNOUNCEMENT
COURT BAILIFF

Summary

Under the direct supervision of the Lead Court Clerk, the Court Bailiff performs varied tasks that assure the efficient and orderly operation of the courtroom, court calendar, and all court proceedings; provides administrative support, facilitates the flow of courtroom cases and official proceedings, enforces rules in the courtroom.

Special Requirements

- This classification requires the applicant to have no felonies and no criminal history in the last 10 years verified by background check.
- Possess and maintain a valid California State Driver's License, and provide proof of personal vehicle insurance.
- Successfully pass Drug test, and maintain a Drug-free workplace.
- Employees in this classification may be required to obtain specific technical certifications and/or security & safety training.

Duties and Responsibilities

Duties may include, but are not limited to:

- Keeping the courtroom secure and guarding the safety of everyone inside the courtroom, including searching the courtroom and the interior and exterior of the courthouse before and after proceedings.
- Use screening technology such as x-rays, metal detector wand and other devices to search persons entering the courtroom and confiscating firearms and other items not allowed in the courtroom.
- Announces the entrance and exit of the judge and instructs those present in the courtroom to rise and be seated at appropriate times.
- Call witnesses to the stand and present the oath before witnesses take the stand.
- Provide administrative support to clerks, judges, stock courtroom supplies,deliver court documents and detain offenders if required to preserve the peace and safety of the courtroom.
- Assisting the judge and others in the courtroom who may need assistance.

- Manages the courtroom in an efficient manner through coordination of counsel, litigants, victims, law enforcement, interpreters, and the general public.
- Making sure proper court procedures are followed, including procedures to follow in the event of an emergency.
- Notify the proper emergency personnel, including police and medical personnel, in the event of emergencies as necessary.
- Handles sensitive and delicate issues with confidentiality and professionalism, maintaining the ethics and integrity of the court.
- Test court-recording system to make sure system is running correctly.
- Performs a wide variety of support tasks for the court; assist witnesses, attorneys, and others, according to established guidelines, policies, procedures, rules, and administrative orders.
- Responds to requests for sensitive information.
- Regular and reliable attendance is required.
- Guards, protects and maintains privacy and security of the deliberation room and other secured areas of the court prior to deliberation and during court.
- Guards, protects and maintains the privacy of the parties during deliberation;escorts victims/protected persons as assigned/required.
- Performs court clerk and related duties when not performing bailiff duties as directed.
- Takes initiative to develop on an ongoing basis policies and procedures related to bailiff and court clerk and other assigned duties.
- Performs other duties as required or assigned to meet the program and/or court administrative and organizational needs.

Required Knowledge, Skills and Abilities

- Knowledge of legal terminology, and courtroom policies and procedures.
- Knowledge of modem office practices, procedures, and equipment.
- Skill in maintaining composure, and working effectively under stressful conditions.
- Remaining alert at all times and reacting quickly and calmly in emergency situations.
- Establishing and maintaining cooperative working relationships with court employees; interacting with people of different social, economic, and ethnic backgrounds, including judges, court staff, litigants, attorneys and the general public.
- Operate a personal computer utilizing a variety of software applications; Word, Excel, Outlook, 40+ WPM preferred.
- Handle significant problems and tasks that come up simultaneously and unexpectedly.
- Ability to work independently, undertake multiple assignments and handle a high-volume case load.
- Ability to observe the confidential nature of court records and proceedings.
- Ability to communicate effectively verbally and in writing, and prepare clear, concise and accurate documents.

- Ability to draft, interpret, explain and apply policies, rules and procedures.
- Ability to perform all physical requirements of the position.

Travel Requirements

Local travel is occasionally required. Travel outside of the state is infrequently required.

Education and Experience

High school diploma or GED and two years of responsible administrative support; OR, previous employment in law enforcement, corrections, criminal justice; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Preferred Experience

Experience in working with Tribal governments or organizations
Experience/knowledge of federal or Indian law
Experience working in a tribal, state or federal court system
Experience working with youth in a court, educational or other service provider setting

Benefits and Additional Information

- Vacation Leave with pay (on accrual basis).
- Sick Leave with pay (on accrual basis).
- Holiday with pay.
- Medical offered group plans, (90% Employer/10% Employee)
- Dental, Vision and Life Insurance offered through group plans, (100% Employer)
- 401 (K) contributions.
- Applicants must be able to travel using a personal-owned vehicle
- Applicant must comply with the ICSC Covid-19 Vaccination Policy
- Indian preference: Native American preference will apply.
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
  Options for flexible scheduling as court schedule permits

Compensation

$20.00 - $22.00 per hour, DOE.

Applications

Applications are currently being accepted. Interested applicants should submit a cover letter and resume to Maria Magana at mmagana@intertribalcourt.org. This position is open until filled.