



<b>Bailiff Employee Job Description</b>		
<b>Position Title: St. Croix Tribal Court Bailiff</b>		
<b>Position ID #</b>		
<b>Facility:</b>		
<b>Job Family:</b>	<b>Comp Grade: DOQ</b>	<b>Status: Part-Time</b>

**Position Summary:**

Bailiffs maintain order within a courtroom and protect judges, jurors, and other court personnel. While the educational requirements generally are not extensive, the nature of the bailiff's job places them at risk when dealing with dangerous individuals.

**Essential Functions:**

Court bailiffs work in the Tribal Court to protect courtroom members and ensure that hearings and trials go smoothly. These professionals must have complete formal training prior to and after being hired.

**Court Bailiff Job Duties:**

Tribal Court bailiffs are situated in courtrooms to maintain order and provide security. Along with guarding juries and enforcing rules of the courts, bailiffs open court by announcing the judges' arrival and close court by announcing the judges' departure. They will call witnesses to the stand and present the oath before witnesses take the stand. Tribal bailiff will provide administrative support to judges and jurors, stock courtroom supplies, deliver court documents, and deliver court collection & fees to St. Croix Tribal Center in the Finance Department.

- Any other duties assigned by Judge

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Supervisory Responsibilities:**

N/A

**Directly Reporting to:**

Tribal Judge

**Matrix of INDIRECT Reporting**

St. Croix Tribal Council

**Type of Supervisory Responsibilities**

N/A

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

**OE-Typical Office Environment:** (Accountant, Administrative Assistant, Consultant, Program Manager)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

**Minimum Qualifications**

- Proficiency level typically gained through a combination of high school diploma.
- Must have supplemental training either in a 2-4 year college, vocational school or police academy
- Work experience in criminal justice, law enforcement or civil rights.
- Should be in good physical condition.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires strong conflict management skills and verbal communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

**Preferred Qualifications:**

- Have CPR and first aid training, firearm training, comfortable using pepper spray (if needed).
- Meet physical fitness standards
- Have knowledge in Law Enforcement
- Clean criminal records
- (Bachelor's, Associates, M.D., C.D.L.)

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.