

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: 02/08/2024

CLOSING DATE: 02/22/2024

Court Bailiff

JOB STATUS:

Title: Court Bailiff
Career Field: Program Staff
Pay Range: \$25.00 per hr.
Classification: On-call, Per Diem

LOCATION:

Penobscot Nation
Tribal Court
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: A High School Diploma or GED. Must possess a valid State of Maine Driver's License with a clean driving record. No prior criminal history. Experience in court security and/or duties of a court bailiff desirable. Non-lethal certifications preferred. Skilled in using security equipment such as metal detectors, surveillance cameras and various alarms. Must possess the ability to detect covert weapons. Must be personable and possess a calm personality with no history of excessive use of force or misconduct. Demonstrated ability to anticipate and confront disruptive persons in a professional manner and quickly and safely diffuse volatile situations through the use of non-lethal weapons. Must have experience working with the public and anticipating the needs of the elderly and persons with disabilities. Ability to think calmly and perform well in stressful emergencies. Trained in self-defense and defense of others. Must be or willing to be certified in C.P.R., First Aid and Naloxone administration. Proficiency using Microsoft Windows and Word required. Must execute and strictly abide by a sworn statement of confidentiality. Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
 - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Court Bailiff

Department: Tribal Court

Reports To: Tribal Court Administrator

Rate of Pay/Category: \$25.00

Status/Term: On-call, Per Diem

JOB SUMMARY:

Responsible for performing functions that ensure the safety of all persons working in or entering the Penobscot Nation Tribal Court and maintaining order and decorum during court proceedings. Perform the functions of a Penobscot Nation Court Bailiff on an on-call basis as needed. Transport defendants in custody to the Penobscot County Jail and participants of the Penobscot Nation Healing to Wellness Court programs as necessary to and from court hearings and appointments. Provide general administrative support to the judges and judicial staff. Detailed listing of job responsibilities is below.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Maintain safety and peaceful decorum of the Tribal Court facility and court proceedings, parking lots, and grounds. Ensure personal safety of judges and court personnel.
- Ensure the confidentiality of court proceedings by removing unauthorized persons from the court facility.
- Assist the judges and clerks as needed during courtroom proceedings including but not limited to: retrieval and sequestration of witnesses and jurors; elimination of distractions and interference with audio and recording equipment; safeguarding evidence when directed; transmission of court filings and exhibits; perform opening and closing announcements of the court; and prepare courtroom, conference room and waiting areas for hearings and conferences, and secure at the close of all proceedings.
- Screen all persons entering the court facility for guns, knives, other weapons and prohibited chemicals. Enforce administrative orders regarding prohibition of weapons and other dangerous items. Facilitate the flow of persons into and through the court facility. Periodically check court facility parking lots to keep unauthorized persons and vehicles from the area and to monitor for security problems.
- Work collaboratively with the Penobscot Nation Police, contracted security firms and other court bailiffs or judicial marshals to develop a comprehensive Court Security and Emergency Response Plan which comports with the National Criminal Justice Training Center's publication *Tribal Court Security Best Practice*. Train judges, court personnel and other tribal law enforcement to implement the Plan. Conduct an annual survey to evaluate the security needs of the court facility and court personnel and prepare a report of findings including recommended improvements.
- Oversee the maintenance of the physical aspects of the court facility including seating, condition of microphones, lighting, heat, air conditioning, security cameras and alarms. Work with other tribal departments and vendors to effectuate any necessary repairs. Assist in maintenance of annual property inventory.
- Assist Healing to Wellness Court Case Manager as necessary to conduct same gender-observed

- drug and alcohol screenings of program participants.
- Provide administrative support to court personnel including but not limited to, organizing, preparing and filing of documents.
 - Transport defendants in custody to the Penobscot County Jail and participants of the Penobscot Nation Healing to Wellness Court programs as necessary to and from court hearings and appointments.
 - Attend trainings as required. Perform other duties as assigned by Judicial System Director.
 - Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
 - Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
 - Performs all related duties as required.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

A High School Diploma or GED. Must possess a valid State of Maine Driver's License with a clean driving record. No prior criminal history. Experience in court security and/or duties of a court bailiff desirable. Non-lethal certifications preferred. Skilled in using security equipment such as metal detectors, surveillance cameras and various alarms. Must possess the ability to detect covert weapons. Must be personable and possess a calm personality with no history of excessive use of force or misconduct. Demonstrated ability to anticipate and confront disruptive persons in a professional manner and quickly and safely diffuse volatile situations through the use of non-lethal weapons. Must have experience working with the public and anticipating the needs of the elderly and persons with disabilities. Ability to think calmly and perform well in stressful emergencies. Trained in self-defense and defense of others. Must be or willing to be certified in C.P.R., First Aid and Naloxone administration. Proficiency using Microsoft Windows and Word required. Must execute and strictly abide by a sworn statement of confidentiality. Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

Maintenance of annual non-lethal certification required. Must hold and maintain a valid State of Maine driver's license.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, kneel, bend, crouch, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must spend several hours in a day listening closely with intense concentration. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, number differentiation, and sequencing. Specific hearing abilities required by this job include the ability to hear and differentiate voices when multiple people are speaking or when in the presence of significant background noise. Hearing ability sufficient to

understand radio transmissions and conversations with others in person, by telephone, or by radio is essential. Excellent communication skills in the English language, verbal and written, is required. Excellent report writing skills are needed. Noise level in the work environment is quiet to moderate.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request