



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE: Bailiff/Administrative Clerk**

**DEPARTMENT: Swinomish Tribal Court**

**POSITION SUMMARY:** The Bailiff/Administrative Clerk works under the supervision of the Chief Judge of Swinomish Tribal Court or their designee. The bailiff maintains the safety, security, neutrality, integrity and confidentiality of the court system. The bailiff prevents potentially life-threatening activities directed toward judges, court personnel, jurors, witnesses, defendants, prisoners and the general public; maintains order in the courtrooms. The administrative clerk performs specialized law enforcement and other criminal justice records data entry, maintenance, verification and retrieval into tribal, state and federal data bases.

**Supervised by:** Chief Judge/Court Administrator

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Bailiff:

- Secures Court sessions by providing protection and assistance for Court personnel and the public; announces the judge's entrance and departure into the courtroom and ensures proper decorum is maintained in the courtroom during proceeding; observes and analyzes situations for the potential need of law enforcement intervention; restrains or subdues individuals as necessary, and detaining until law enforcement arrives
- Assists the supervision of in-custody inmates, including juveniles charged with violent and non-violent crimes during court proceedings. Prevents physical contact associated with in-custody defendants/witnesses.
- Moves court documents and evidence to and from judges, attorneys, witnesses, and others as directed.

- Records and provides all necessary paperwork to police transport officers regarding inmate dispositions; takes persons into custody upon direction of presiding judge.
- Performs body searches for weapons and contraband and maintains chain of evidence for items admitted in court, turning them over to evidence custodian.
- Performs daily inspections, searches of courtrooms, judicial chambers, jury rooms, rest rooms, and restricted areas to assure all areas are clear of weapons, drugs and explosive devices.
- Exercises responsibility for security and presence of jurors during the trial period. Answers all juror questions and solves all juror problems as efficiently as possible.
- Court security personnel often function as a public information source for persons using court facilities, responding to inquiries and giving directions in a professional and respectful manner.

#### Administrative Clerk:

- Primary duty to ensure operational procedures are consistent with NCIC standards and general records practices.
- Enter warrant and protection orders on the National Crime data base
- Coordinates with the Tribal Police to establish operational procedures for reporting NCIC statistical data accurately and to improve the overall quality of crime data collected by law enforcement.
- Enforcing system compliance laws and carrying out validation and audit responsibilities with a high degree to accuracy within the time limits.
- Provides support in collecting data, systematically or manually, for special requests/projects needed for the Tribal Court's operational and/or administrative needs.
- Organizes, develops, and implements procedures for executing various administrative assignments.
- Prepare various printouts and reports for court staff, other tribal departments, general public, and other agencies as necessary; respond to court orders.
- Must be proficient and capable of extensive data entry on a variety of software platforms
- Maintain good relationship with judges, court officials and other law enforcement agents
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities

## MINIMUM QUALIFICATIONS

- High school diploma or general education degree (GED);
- Minimum of 24 months related experience and/or training; or equivalent combination of education and experience.
- Must be able to perform defense tactics against individuals.
- Must possess or have the ability to obtain a valid driver's license and be insurable;
- As a condition of employment, must attend and successfully complete the Washington State Correction's Officer Academy or an equivalent academy of the employer's selection. (Note that Academy attendance involves travel and housing away from home for several months).
- First Aid card and CPR certification.
- As a condition of employment, must achieve and maintain certification in handgun proficiency as certified by the Swinomish Police Department on at least annual basis.
- After appropriate training, must maintain proficiency and / or certification to use Hand Cuffs, Pepper Spray, Taser Device, X-ray Screening machine, Magnetometer, Hand Wand and 2-ways radio.
- Tribal vehicle will be used to drive to transport in-custody defendants.
- The court clerk must have good communication skills (both oral and written)
- Ability to accurately type 65 words per minute
- The clerk is expected to be proficient in Microsoft office applications, as well as a variety of database applications
- Must be able to pass pre-hire drug test
- Must undergo a pre-hire background enquiry sufficient to assure that the candidate can access Federal Law Enforcement Databases.
- Ability to work varied hours as the need arises

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must have working knowledge of applicable laws, rules, and regulations relating to law enforcement records; law enforcement codes and terminology; law enforcement database applications; criminal justice system terminology and proceedings; English usage, spelling, grammar and punctuation; modern office management practices and methods; computer equipment, and computer software applicable to assignment.
- Knowledge of court records operations, including the knowledge of statutes governing confidentiality of court records and liability involved; and law enforcement information systems.
- Ability to efficiently scan, copy and distribute sensitive information to a variety of appropriate parties such as attorneys, police, jails, probation officers and other entities or outside agencies
- Requires one or more of the following: prolonged sitting, standing, walking, and running, ascending and descending of stairs, both inside and outside

- Personal traits like confidentiality, honesty, accountability and transparency are required for a senior court clerk
- Understanding of the functioning of Federal, State, Tribal and Local courts
- Prior experience working in the legal environment of a tribal organization
- Experience with Full Court Enterprise and For The Record
- Experience with ACCESS Certification
- Experience with Federal TAPS database system,
- Prior experience working in the legal environment of a tribal organization
- Have successfully graduated from the Washington State Corrections Officer Academy or an equivalent academy.

**WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
5. Must attend training periodically, some travel required, to maintain and update skills.

**EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Bailiff/Administrative Clerk is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_