

**NORTHERN CHEYENNE TRIBE
POSITION ADVERTISEMENT
PROCESS SERVER/BAILIFF**

POSITION: Process Server/Bailiff

SALARY: \$14.50 - \$15.00

BRANCH OF GOVERNMENT: Judicial

DEPARTMENT: Northern Cheyenne Court

ACCOUNTABLE TO: Chief Judge or other Designee

OPEN: 10/7/2020

CLOSES: 10/21/2020 @ 4:00 PM

How to apply: Submit a complete application, **RESUME'**, (3) current letters of reference and or/recommendations (one must be past/present employer), dated within (1) year of advertisement, Tribal Certification (if claiming Indian Preference), submit a form DD214 (if claiming Veteran Preference), Current Montana Driver's License, copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attn.: Human Resources Department, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT. 59043. All documentation must be attached.

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department
And FORWARDED to the Programs/departments.
ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE
ADVERTISING PROGRAM**

SUMMARY OF WORK: The Process Server/Bailiff is an employee of the Northern Cheyenne Tribal Court under the direct supervision of the Chief Judge or his/her designee. This is a full time permanent position **dependent on funding availability.**

ESSENTIAL RESPONSIBILITIES: The Process Server/Bailiff is responsible for serving court documents to the community at large in the capacity as an officer of the court. When serving in the Bailiff position, providing a safe environment for the courthouse during court proceedings is the primary function.

Serves court documents to respondents at personal addresses, court provider's places of business and at various agency locations on the Northern Cheyenne Reservation. Will serve civil, juvenile, and criminal department documents including, but not limited to, subpoenas, summons, complaints and restraining orders. Recording accurate details, including the date, time and place the papers were served is essential, as well as other details describing any difficulties encountered. Serving evasive people is sometimes times required and a service strategy may need to be created and implemented. Keeping track of data and reporting information in a Court Management System, like Rite Track and creating tracking systems using Excel Spreadsheets or similar software is required, as well as providing timely progress reports. Confidentiality is an essential requirement

While performing Bailiff duties, responsibilities include maintaining order and providing a safe environment for courthouse during all court proceedings, ensuring only clientele that are allowed in the court are admitted. Scanning clientele and visitors using forehead thermometers may be required when necessary, as well as directing them to handwashing disinfectant stations. Opens and closes front doors each day and locks and secures the premises after each work day. Cleaning the lobby and court area after each hearing and after any court activity is required as well as ensuring cleanliness of areas, including the adjacent storage shed. Other duties may be assigned.

PERSONAL CONTACTS: This position requires extensive contact with the community, Tribal programs, law enforcement and other public and private non-profit programs and organizations.

JOB PERFORMANCE STANDARDS: Evaluation of the position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited, to the following:

- Performs assigned duties
- Observes work hours
- Demonstrates punctuality
- Maintains accurate records
- Prepares and submits accurate and timely reports
- Incorporates organizational systems and tools and uses good time management
- Adherence to strict standards of confidentiality is mandatory
- Demonstrates the ability to work under deadlines and stressful situations
- Effectively deals with people in adversarial situations
- Communicates with diverse population verbally, in written form and electronically
- Remains professional and non-biased on issues pertaining to clients and programs
- Establishes and maintains effective working relationships with fellow employees, supervisors and the general public.

JOB REQUIREMENTS:

KNOWLEDGE: The successful applicant will have knowledge of the Northern Cheyenne communities on the reservation and its residents, knowledge of record keeping, organizational systems, office procedures, office equipment and court procedures. Some knowledge of the Northern Cheyenne Law & Order Code is desirable.

SKILLS: Skills utilizing organizational techniques, effective oral and written communication and experience using computer software such as Microsoft Word and Excel are preferred.

ABILITIES: The applicant will be able to meet and communicate effectively and courteously with colleagues, the community members, clients and other professionals. Have the ability to comprehend and comply with verbal and written instructions, be able to keep a tracking log and prepare reports when necessary. Applicant must possess the ability to work independently and as a team, under stressful conditions. Must be able to handle potential outbursts of violence from clients and the ability to maintain confidentiality at all times.

MISCELLANEOUS:

- Must be able to pass a detailed background investigation on character, reputation, trustworthiness and fitness in order to determine suitability for employment or retention.
- Must never have been convicted of a felony.
- Must have no misdemeanor convictions (except minor traffic violations) within the past three years.
- Must have no convictions of crimes against children, sexual offenses or crimes of violence.
- Must be of good character and reputation and must maintain a drug-free lifestyle.
- The applicant is required to possess a valid driver's license and should have reliable transportation with proof of current automobile liability insurance and proof of current vehicle registration.

Must be familiar with or familiarize self with the laws of confidentiality. Disseminating confidential information outside of the confidentiality guidelines will result in termination and possible prosecution.

The successful applicant must meet performance standards set forth by the department and successfully pass a 90-day probationary period.

EDUCATION AND EXPERIENCE:

- Must have a high school diploma or G.E.D.
- Minimum of two years verifiable experience working in a public contact position and working with businesses or community organizations is required.