

## PERSONNEL



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405.422.7498  
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### \*\*\*VACANCY ANNOUNCEMENT \*\*\*

**POSITION:** Court Bailiff II  
**DEPARTMENT:** Judicial Branch  
**LOCATION:** Concho, OK  
**ISSUE DATE:** July 13<sup>th</sup>, 2022 **CLOSING DATE:** Until Filled

The Court Bailiff II is under the direct supervision of the Court Administrator. The incumbent is responsible to attend all court dockets, maintain order, provide security, open and close court, and provide process service. Additionally, the Court Bailiff is cross-trained to respond to probation, healing to re-entry, and sex offender registry cases.

#### **DUTIES AND RESPONSIBILITIES:**

- Attend all sessions of court, open and close court, keep and maintain record of the court hearing
- Announce, "All Rise" in a clear voice whenever a Judge enters or rises to leave the courtroom
- Provide security for the court and possess ability to effectively handle potential volatile situations
- Maintains order and prevention of unnecessary noise or disturbances, ensure that spectators follow court rules
- Sign in all persons appearing for court and ensures each is on the docket
- Call witnesses and administer oaths to witnesses and jurors, collect evidence from juries
- Escort defendants to and from the courtroom
- Take custody of defendants in the courtroom and transport them to a correctional facility or treatment center
- Responsible for enforcing orders of the court through service of court papers and clerical processing of said documents
- Knowledge of the use of metal detector techniques and procedures to detect concealed weapons and hazardous objects. Screen all visitors and all purses, briefcases, packages and other personal items entering the building. Ability to organize and maintain a secure court entrance and recognize and react to stressful situations.
- Provide administrative support to judges, jurors, and clerks, stock courtroom supplies
- Coordinate, cooperate, and assist Judicial Branch personnel
- Work cooperatively with other Tribal departments and agency administrators to effectively achieve the goals of the program
- The Court Bailiff will assist with all security procedures at the Justice Center.

- The Court Bailiff will assist the Healing to Re-entry Program as needed.
- The Court Bailiff will accompany the Sex Offender Registry Program on address verifications
- The Court Bailiff will assist the Sex Offender Registry Program as needed
- The Court Bailiff will work with the Court System in monitoring and counseling offenders who are on active probation or who have been assigned community service or other alternatives to incarceration

**QUALIFICATIONS:**

- Bachelor's degree preferred or 4-year experience in security, law enforcement, or legal services
- Strong typing and hands-on computer skills
- Must abide by confidentiality policies
- Must possess valid Oklahoma Driver's License
- Must have reliable transportation and able to use personal vehicle for community supervision or address verification checks
- Knowledge of Cheyenne and Arapaho culture preferred
- Demonstrates moral integrity and fairness in business, public, and private life
- No convictions of a felony
- No misdemeanors within the last three (3) years
- Must pass pre-hire and random drug screening

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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