

**YUROK TRIBE JOB DESCRIPTION**  
**Tribal Court – Bailiff/Process Server**

Job Title:	<b>Bailiff/Process Server</b>	Pay Grade	<b>3</b>
Department	<b>Tribal Court</b>	Location	<b>Klamath</b>
Reports To:	<b>Assistant Director</b>	FLSA Status	<b>Non-Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$12.68 - \$16.48</b>		

**POSITION SUMMARY:**

Under general supervision, the Bailiff/Process Server will provide courtroom assistance/security to the Judge and/or Hearing Officers during session and delivering legal documents to court litigants. Job duties follow established routines, but unusual cases require the application of sound judgment and discretion. The Bailiff/Process Server will report directly to the Judge and Court Clerks regarding daily assignments, general procedures, and special projects. If qualified, the Bailiff/Process Server may be sworn in as a Public Safety Officer for the Tribe. .

**DUTIES AND RESPONSIBILITIES:**

1. Prepare courtroom assuring all essential parties and materials are present.
2. May perform legal clerical work and coordinating the flow of court cases and hearings.
3. Informing defendants of procedures to be followed and escorting them to other Court employees as disposition indicates.
4. Provides jury escort, sequesters juries and serving their needs, guards jury from outside contact.
5. Properly complete any documents and serve court documents such as summons, complaint, subpoena, restraining order or eviction notice to the person named on the document either on or off the reservation, as necessary.
6. Provide a report for each assignment with the notes taken prior to serving court papers and a summary of the results, such as whether or not the person accepted the documents.
7. Enforces courtroom rules of behavior and maintain order in the courtroom while court is in session. Answers questions of litigants and others with discretion.
8. Reports need for police or medical assistance to Public Safety.
9. Must be able to perform all security functions of a Public Safety Officer pursuant to applicable Tribal ordinances.
10. Communicate orally in a tactful and courteous manner with litigants, co-workers, and the public in face-to-face, one-on-one settings or in group settings or when using the telephone.
11. Ability to understand and follow both oral and written instructions.
12. Must work independently with minimal supervision.

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**MINIMUM QUALIFICATIONS:**

- Six months experience in working with the public, preferably in a courtroom or legal environment.
- Knowledge of court procedures
- Working knowledge of legal and court terminology.
- Ability to operate a computer terminal or other keyboard device to enter or retrieve information.
- Law enforcement training (Academy graduate is preferred).
- Work cooperatively with other Tribal employees, defendants, and the public, often under stressful conditions.
- Must be able to safely and physically handle encounters in potentially volatile situations.
- Must have First Aid/CPR certification prior to employment and certify annually.

**EDUCATION/EXPERIENCE**

High school diploma or equivalent AND 6 months of responsible experience in the security, surveillance, or other related field.

**CONDITIONS OF EMPLOYMENT**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must have a valid state issued driver's license (CA or OR) and be insurable under the Tribe's insurance policy.
3. Must pass a Law Enforcement background check.
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 - INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINESLANGUAGE SKILLS:  
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
5. REASONING ABILITY:  
Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS:  
While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach

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with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds when necessary.

7. VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date