

Vacancy Announcement #17-145

Position: Bailiff/Process Server
(Non-Exempt)

Salary: Grade Level 14/0
(\$24,365 per annum)

Program: Oglala Sioux Tribal Court

Location: Kyle, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

This position is located in the Kyle Court House and the primary duty station will be at the Kyle Court House. This position will work closely with the civil clerks in expediting all order of the Tribal Court. Will make personal contact to serve court documents. This position will be under the Court Administrator.

Specific Duties:

1. The Bailiff/Process Server shall be present in the courtroom on all criminal and civil hearings scheduled by the Court Clerks.
2. Will deliver all outgoing mail to post office and picks up mail/correspondence
3. Ensure the hallways of the court are kept clear of traffic at all times.
4. Ensure all doors are locked at the close of businesses daily; including the individual consultation rooms in outer courtroom.
5. Must be able to adapt and have ability to handle and cope with prisoners while in courtrooms.
6. Must meet with civil and juvenile clerks on a daily basis to pick up notices of hearings, subpoenas, summons and related documents for service and return proof of service on a daily basis.
7. Service notice of hearings, subpoenas and related court documents in an efficient and timely manner.
8. Create, establish and maintain an accurate record of Service of Process according to the chronological dates of court proceedings.

9. Provide bi-weekly reports to the civil and juvenile clerks regarding the Service of Process on cases.
10. Maintain good physical, emotional and mental conditions to satisfactorily perform the functions of the position.
11. Other related duties as assigned.

Requirements and Knowledge:

1. Ability to handle and cope with prisoners brought into courtrooms.
2. Ability to handle any misunderstandings while in courtroom
3. Ability to maintain confidentiality of all court matter.

Qualifications:

1. High School Diploma or GED required.
2. Must have one (1) year of experience in law enforcement, and or security guard preferred
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations)
5. Must have a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

Notice:

Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to illegal drug use screening prior to appointment. Appointment to the positions will be contingent upon a negative drug test result.

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on these individuals applying for positions requiring working with children.