



Eastern Band of Cherokee Indians

BAILIFF

Position Description

Program:	Police Department - Corrections	Reports to:	Sergeant – Probation
Division:	EBCI Law Enforcement	Position Number:	910923037; 910923038;
Classification:	Non - Exempt	Revision Date:	Pending
Pay Level:	11	Safety Sensitive:	Yes

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Plans, develops, and administers the functions of the Cherokee Tribal Court security and Bailiff Duties in accordance with overall Tribal objectives while complying with Tribal, State, and Federal regulations. Charged with maintaining the safety of the Cherokee Justice Center and employees. This Officer shall provide primary security for court personnel and members of the public present in the Justice Center. This officer shall coordinate court security duties with the other Bailiff/s and court security personnel. This officer shall possess a North Carolina Basic Law Enforcement Training (BLET) certification.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- This position preforms all responsibilities incumbent upon a sworn law enforcement officer.
- Provide security, door marshal and bailiff duties as required by the court.
- Shall serve as Bailiff in all court proceedings.
- Maintain proficiency in the use of any assigned weapons and patrol vehicle.
- Maintain all required certifications and licenses (state and Federal) and valid NC drivers' license, as required, and made available.
- Serve warrants or other legal documents as required and assist other law enforcement agencies in locating and apprehending absconders or other wanted persons.
- Provide security for the Justice Center. This shall consist of foot patrols of the building and grounds, including but not limited to the public and employee PVA's.
- Make visual inspections and when needed pat-downs of subjects entering the courtroom areas.
- Assist Probation Officers on home visits, warrant services and warrantless searches of Probationer's residences when needed.
- Become certified in standardized field sobriety training and become proficient in recognizing impaired or otherwise intoxicated subjects in the courtroom.
- Properly maintain assigned vehicle and other equipment.
- Perform all duties according to the safety guidelines and Tribal policy.
- Participate in in-service, ongoing and specialized training (at least 40 hours), including firearms training. Become certified in less than lethal force, such as Tasers and OC spray.
- Assist Cherokee Indian Police Department as needed.

BAILIFF

Position Description

- Supervise work details and find appropriate CSW work programs.
- Will be required to work evenings, nights, weekends, and rotating on-call schedule to include being on-call 24/7.

Scope of Supervision:

This position is not responsible for supervising others. Reports directly to the Sergeant - Probation. When applicable, may receive assignments from the Captain - Corrections and/or Chief of Police in the absence of assigned supervisor per chain of command. Typically only unusual or non-routine situations will be referred to the supervisor. Latitude for independent thinking and initiative is given in the attainment of goals and objectives.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Three (3) years as a sworn patrol officer is required.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Must be at least 21 years of age. Must possess a NC Basic Law Enforcement Training Certification and CPR/First Aid Certification. Must pass the firearms qualification with a score of 90 or above. Must pass a physical examination and psychological evaluation within 30 days of hire. Must be in good standing and remain certifiable with the North Carolina Law Enforcement Justice Education and Training Standards Commission. Must be able to pass a background and be eligible to receive and maintain an adjudication by a certified adjudicator.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have a thorough knowledge of departmental policies, procedures, and organizational structure.
- Must have thorough knowledge of rules and regulations of the CIPD, Tribal, Federal, and State laws and codes pertaining to apprehensions and arrests, search and seizures, admissibility and rules of evidence, prosecution and court procedures, legal liabilities, and legal rights of general public and enrolled members of the EBCI.
- Requires knowledge of Tribal, Federal, and State laws and ordinances.
- Ability to operate a motor vehicle in pursuit situations, physically restrain subjects, and make arrests is required.
- Must have knowledge of police terminology and ten codes.
- Ability to communicate effectively, in writing and verbally, and to present information to groups of people in a clear and concise fashion is essential.
- Knowledge of EBCI trust lands, surrounding counties and landmarks is required.
- Requires the ability to conduct investigations, to gather and analyze facts and evidence, to prepare reports, and to formulate recommendations.
- Requires the ability to plan, organize, and coordinate multiple activities.
- Must have a working knowledge of computers and specified programs, including Microsoft Office.
- Must have organizational and administrative skills to maintain specified records, files, and logs and to compile data to generate reports/documents.
- Upon hire, minimum 40 hours of continuing education per year is required.
- Proficiency in the use of firearms and other supplied weapons is required.
- Yearly physical fitness evaluations are made to ensure, officers remain qualified to perform duties.

Safety/Accuracy Focus:

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities.

Key Relationships:

Contacts are made regularly with co-workers, the general public and CIPD employees. Other contacts include Federal, State, and County law enforcement agencies; Federal, State, and Tribal Courts; Fire Department and Tribal EMS. A high degree of tact, courtesy, and professionalism are required to maintain good public relations and to prevent accusations or legal action against the department.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Follows well defined policies, procedures, and established guidelines. Requires the ability to plan, coordinate activities, solve problems, assess situations, and develop appropriate case management. Must use judgment and initiative to maintain accuracy of work. Must be resourceful when responding to changing circumstances.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to information on inmates, investigations, and police activities that are highly confidential and would be detrimental if disclosed. Must discern which information is required to be a part of public records while adhering to all Tribal confidentiality policies and procedures. Extreme sensitive and confidential information includes undercover operations, pending raids, victim information, crime scene data, and juvenile name. Has access to all court records, police records, warrants, subpoenas, and files; all of which are considered confidential. Adheres to all Tribal policies and procedures for working with confidential data. An above average degree of discretion is required while handling client files and court records.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Follows well-defined guidelines and procedures, however, may be required to make split-second judgment calls in certain situations. Must be able to frequently interact with moderately volatile offenders, with a significant portion being highly volatile and physically assaultive.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work environment. Works in an abnormal business office where security locks on exterior doors are mandatory for office safety, and adverse outside environment (crime scenes, etc.). Daily environment includes mandatory use of ballistic vest due to threats (i.e. gunfire, knives, sticks, and other blunt trauma) that may be encountered while on the job. Handgun is mandatory for protection of both officer and citizens. While performing outside, has exposure to all types of inclement weather with a wide range of temperatures. Exposure to traffic hazards, physical violence, and biohazards in the form of human fluids and evidence while performing job duties. Regularly deal with adverse health conditions, i.e. subjects who vomit, spit, urinate, and defecate on officers or department property. Following established safety guidelines and use of appropriate protective gear would minimize the likelihood of injuries; however, due to rapidly changing hazardous situations occurring in split seconds; protective gear may or may not be employed in time. Safety guidelines may also be impeded due to on-site situations.

**Mental/Visual/
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Close mental concentration and attention to detail are required along with general observation depending on the tasks at hand. Job requires physical efforts of walking, running, crouching, climbing, bending, reaching with arms and hands, crawling, kneeling, good eye/hand/foot coordination, manual dexterity, and visual acuity. Must speak, hear, and occasionally smell. Could occasionally be required to use self-defense techniques while performing job duties. Concentration varies depending on the tasks at hand. High levels of stress can be encountered while performing job duties, i.e. use of deadly force and physical force for purposes of restraint. Concentration is required while handling multiple projects. Subject to frequent interruptions which require varied responses. While performing job duties one is required to sit, stand, walk, run, jump, push, and lift heavy objects. Must have visual acuity, manual dexterity, and good eye/hand/foot coordination. Must maintain lengthy physical activities such as foot chases, fights, and woodland searches. Must perform job duties in any condition, whether it is inclement weather physical

BAILIFF
Position Description

exhaustion. Must endure long term effects of extreme stress, including but not limited to death from medical conditions, car wrecks, suicides, and murders. Must maintain professional composure to effectively fulfill duties at crime scenes for extended periods of time. Officer must pass mandatory psychological screening and participate in incident stress debriefings after hazardous and life-threatening situations inherent in the job.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

BAILIFF
Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Bailiff** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date