

CHEYENNE RIVER SIOUX TRIBE
JUDICIAL DEPARTMENT
TRIBAL COURT BAILIFF

DESCRIPTION OF WORK

General Statement of Duties: The Tribal Court Bailiff is responsible for maintaining order, security, and the smooth operation of courtroom proceedings. They assist the judge, jury, and court staff, ensuring the safety of everyone present and enforcing courtroom rules. Specific duties may include searching courtrooms, serving court documents, and working with other judiciary personnel.

Supervision Received: Works under the immediate supervision of the Chief Judge.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

The Tribal Court Bailiff's primary duty is to maintain order and security within the courtroom and courthouse. The Tribal Court Bailiff ensures everyone in the courtroom follows appropriate procedures and maintains decorum.

The Tribal Court Bailiff formally announces the Judge's arrival and departure signaling the start and end of court proceedings.

The Tribal Court Bailiff is responsible for handling disturbances, removing unruly individuals, and using force if necessary to maintain order in the courtroom and in the courthouse.

The Tribal Court Bailiff will assist, as needed, in process service. Serving Court documents such as summons and subpoenas, service completed in the courthouse or within the reservation's boundaries.

The Tribal Court Bailiff is responsible for inspecting the Court rooms.

The Tribal Court Bailiff will take instructions and directives from the Court Judge.

The Tribal Court Bailiff will need strong communication, interpersonal and problem solving skills, along with the ability to handle stressful situations with composure.

The Tribal Court Bailiff may be required to search persons or items entering the Courthouse for the safety of Judge, jury, staff and witnesses.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of Court procedures. General knowledge of Cheyenne River Sioux Tribal codified laws. General knowledge of legal terminology. Incumbent must be physically able to perform and carry out the duties of the position.

Education: High School Diploma or GED.

Experience: Prior experience working in law enforcement, Corrections, Security or related field preferred.

Special Requirements: Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings. Must be able to pass local / tribal, federal and state background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Date: 05/08/2025