

**TEMPORARY WITH BENEFITS
GRANT FUNDED thru April 2027**

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Court Bailiff/Pre-Trial Officer

EXEMPT: No TARGET SALARY: \$23.07 to \$25.63/DOQ PROGRAM: Judicial REPORTS TO: Chief Court Clerk	JOB CODE: 4-TS T6 SHIFT: 32 hour/week LOCATION: Judicial
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SUMMARY: the Bailiff/Pretrial Office is responsible for monitoring compliance for adult offenders with Conditions of Release after arraignment or bail hearings. Bailiff duties include assisting in the court room as security and assisting the court clerk with other court security functions. The bailiff also assists the Court Administrator in implementation and monitoring of court safety and security procedurs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Monitor and secure courthouse and court facilities as necessary. Be present at court, in the courtroom prior to and during the court proceedings to assist during the hearing and as a security presence.

Assist the Judge and clerk as needed in carrying out the courts business to promote and ensure smooth hearings. Assist to maintain order in the courtroom at all times.

Monitor and secure courthouse and court facilities as necessary to conduct the court's business on a daily basis.

Follow and carry out the Judge's or Court Administrator's orders regarding attendees and parties' hearings or other actions related to the court and in the courtroom and court building.

Monitor individuals and attendees regarding safety and behavior and alert judges and staff of any concerns.

Assist Court Administrator in implementation and monitoring of court safety and security procedures.

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Monitor adult offenders to ensure compliance with conditions of release after initial court appearance and up to entry of a plea agreement or adjudication by the court.

Meet regularly with clients and outside agencies to verify compliance with Conditions of Release.

Coordinate referrals and assist with determination of eligibility for Makah Healing Court in collaboration with the prosecution.

Monitor compliance of conditions of release including curfew and travel restrictions. Conduct drug screening/urinalysis of defendants as ordered by the court. Report all non-compliance of release conditions to the prosecutor and/or court.

File reports with the Court on the progress of each client as directed by the Judge.

Conduct pre-sentence reports to give the court a client's personal and criminal history, treatment alternatives already attempted and proposed sentencing.

Make sentencing recommendations for Defendants upon the request of the court or Prosecution.

Other duties as assigned.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and operation manuals, Court Orders, etc. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

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Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a complete pre-employment criminal background check.

Must obtain Bailiff certification within one-year of hire date.

Must attend required training.

THE SKILLS AND ABILITIES:

Ability to cope with stressful situations firmly, tactfully, with respect to an individual's rights.

Self-motivated, ability to work under stress, effectively prioritize, make sound decisions, and solve problems.

Ability to handle prisoner situations who are under the influence of alcohol or substance abuse.

Ability to handle mentally ill persons.

Ability to maintain a harmonious working relationship with team members and general public.

Ability to analyze situations quickly and objectively, to recognize the dangers, and use good judgment to determine proper course of action.

Ability to communicate clearly, both verbally and in writing.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Must be 21 years of age.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and fingers to handle, or feel; and to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

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Must be able to occasionally lift and/or move up to 25 pounds. Must be able to safely operate a motor vehicle.

Must be in excellent physical condition and capable to sustained, strenuous physical exertion when handling disorderly subjects and regular participating in training that requires physical confrontation.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and all types of weather conditions. The noise level in the work environment is usually moderate. Job requires dealing calmly and effectively with high stress situations.

There is common exposure to contagious and infectious diseases. The work may include a certain amount of exposure to hostile and emotionally disturbed defendants, family, and visitors.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123**

**OPEN: June 16, 2025
CLOSE: July 2, 2025**

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE
SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR
TRIBAL POSITIONS.**

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PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.