



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4367 Fax (360) 374-4368



JOB TITLE: Probation Officer/Bailiff
ORGANIZATION: Quileute Tribal Court
SUPERVISOR: Chief Court Clerk/Court Administrator
SALARY RANGE: DOQ
CLOSING DATE: Until Filled

POSITION SUMMARY:

The Probation/Bailiff is responsible for monitoring compliance of adult and juvenile offenders with Judgement and Sentencing Orders, Orders for Deferred Prosecution, Deferred Sentences and Conditions of Release after arraignment or bail hearing. Bailiff duties include the transporting of incarcerated individuals to and from jail for court hearings, medical appointments and other required movements, assisting in the courtroom as security and assisting the court clerk with other court functions. The bailiff also assists the Court Administrator in implementation and monitoring of court safety procedures.

PROBATION DUTIES AND RESPONSIBILITIES:

- Monitor adult and juvenile offenders to ensure compliance with Judgement and Sentencing Orders and Orders for Deferred Prosecution.
- Meet regularly with probation clients and outside agencies to verify compliance with drug and alcohol programs, domestic violence programs, mental health counseling, community service or any other condition of probation.
- Make home visits as necessary.
- Conduct drug screening/urinalysis of Defendants as directed by the Court.
- File reports with the Court on the progress of each client as directed by the Judge.
- File documents when appropriate to seek revocation of a client's probation or provide Prosecutor with notice of a violation of a deferred prosecution agreement.
- Conduct pre-sentence reports to give the Court a client's personal and criminal history, treatment alternatives already attempted and proposed sentencing alternatives.
- Make sentencing recommendations for Defendants upon the request of Court or Prosecution.
- Represent the Probation Department in Tribal Court at revocation hearings in the absence of the Prosecutor.
- Monitor Defendants who are released from custody pending trial to ensure that Defendant complies with any requirements upon which his/her release from custody was conditioned.
- Maintain complete offender records in keeping with department, tribal and legal standards.
- Other duties as assigned

BAILIFF DUTIES AND RESPONSIBILITIES:

- Transport incarcerated individuals to and from jail for hearings, appointments or as otherwise directed or required.
- Monitor and secure courthouse and court facilities as necessary to conduct the court's business on a daily basis.

- Follow and carry out the court's judge's or administrator's orders regarding attendee's and parties' hearings or other actions related to the court and in the court complex and courtroom.
- Be present at court, in the courtroom, prior to and during court proceedings to assist during hearings and as a security presence.
- Monitor individuals and attendees regarding safety and behavior and alert judges and staff of any concerns.
- Assist the judge and clerk as needed in carrying out the court's business to promote and ensure smooth hearings.
- Other duties as assigned

QUALIFICATIONS:

- Must have high school diploma or G.E.D. along with at least one year prior experience in law enforcement, corrections, or related field.
- Related Associates degree or other college level studies preferred.
- Must be at least 21 years of age.
- Must possess ability to understand, learn about, and appreciate the differences working within Indian culture.
- Must have knowledge of criminal behavior and juvenile delinquency.
- Must have the knowledge and ability to use word processing, database and spreadsheet software as well as electronic and hard copy files.
- Must have and retain a valid driver's license.
- Must pass a criminal background check.
- Must have excellent written and verbal communication skills.

SPECIAL REQUIREMENTS:

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

HOWTOAPPLY:

Please submit a resume, cover letter, Quileute Tribe application and three professional references to:

Quileute Tribe
Gina Gonzalez-Leva, HR Director
P.O. Box 279
La Push, Washington 98350

Applications can be obtained at www.quileutenation.org/job-openings/

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.