

Fort Belknap Indian Community
656 Agency Main Street
Harlem, MT 59526

Position: Court Bailiff/Security Guard **Status:** FT/Non-Exempt

Department: Tribal Courts **Supervisor:** Court Administrator

Supervision Exercised: None **Wage:** DOE

Supervision Received: Incumbent will work under the direct supervision of the Court Administrator.

Supervision Exercised: None.

Position Summary:

The Court Bailiff/Security Guard provides security and operational support for court hearings; serves legal process on the Fort Belknap Indian Reservation; and serves documents to individuals within the Fort Belknap Indian Reservation as required.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:

- Responsible for enforcing courtroom security and order, calling the court to order and maintaining appropriate decorum when court is in session; expels unruly persons and detains offenders for proper authorities.
- Responsible for courtroom preparation, assisting the public, witnesses, attorneys and jury panel during proceedings.
- Responsible for securing and locking secured areas; public and restricted space of the courthouse; including the monitoring of employees and public movement; answering routine inquiries and directing to appropriate areas.
- Responsible for the opening and locking secured areas; operating and monitoring the surveillance and alarm system.
- Screens and searches all individuals entering the court building; seizes or properly disposes of weapons and/or contraband.
- Conduct independent investigation to identify and locate the person to be served using various sources such as telephone directories, and tribal, state and federal sources.
- Occasionally, timely serves legal process on the Fort Belknap Indian Reservation including notice of hearings, subpoenas, summonses and other court documents and maintains logs and other documentation evidencing service of process including the name of the person served, place, date, and time of service of process; timely provides returns of process to the Clerk of Court.

- Prepare status reports as requested by the Fort Belknap Indian Community Court.
- Perform other duties as required or assigned.

Knowledge, Skills, Certifications, and Abilities:

- Knowledge of tribal, federal, and state criminal, traffic, and civil code and laws.
- Knowledge of courtroom practices and procedures, including the rules and procedures regarding jury activity and courtroom behavior.
- Knowledge of court security procedures, theories, and principles.
- Knowledge of legal terminology.
- Skill in establishing and maintaining effective working relationships with other law enforcement/ regulatory agencies, departmental staff, tribal officials, and the public.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Ability to observe the confidential nature of court records and proceedings.
- Ability to communicate clearly and concisely both verbally and in writing for the purpose of obtaining and disseminating information.
- Ability to establish and maintain effective working relationships with other employees; community officials and the general public.
- Ability to perform all physical requirements of the position.
- Ability to use computers and generate reports, databases and other essential formats.
- Ability to respond to community issues and concerns with a high level of sensitivity.
- Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
- Ability to adjust to rapidly varying work schedules and psychological and physical stress of work.
- Ability to communicate effectively and efficiently both verbally and in writing.
- Ability to work effectively under highly stressful conditions and deal with people in potentially dangerous situations.
- Ability to work with all phases of community in confidential, non-judgmental manner.

Education:

- High School Diploma or it's equivalency and one (1) year of experience within the last five (5) years as a bailiff, security or correctional guard, law enforcement, military officer or closely related experience.

Special Conditions:

- Must be able to pass an adjudicated background investigation prior to hire.
- Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug, and Alcohol testing policy.
- Must be twenty-one (21) years of age at time of hire.
- Must never have been charged with a felony; or misdemeanor within three (3) years of applying position in any jurisdiction.

- Must possess a valid MT driver's license, have no DUIs or major traffic offenses within the past three (3) years in any jurisdiction and be insurable by the FBIC Insurance Master Plan.

Note:

The salary for this position depends on experience but is not negotiable beyond the maximum salary budgeted.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract.

IMMIGRATION REFORM AND CONTROL ACT. Requires all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

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Indian Preference Employer as Required by Law

Revised: 9/30/2025

Approved: