



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

NOVEMBER 27, 2012

#114-12

DEPARTMENT: JUDICIAL
POSITION: PROCESS SERVER/BAILIFF
SALARY: \$9.46 PER HOUR
CLOSING DATE: **OPEN UNTIL FILLED**

SUMMARY:

As an Officer of the Court, the Process Server/Bailiff primary duty is to serve individuals residing within the boundaries of the Colorado River Indian Reservation with court documents provided by the Court and Probation Staff.

EXAMPLES OF WORK:

Personally serves summons, orders, subpoenas, and court documents to parties in accordance to court procedures and timeframes. Prepares courtroom for sessions, maintains order in court proceedings when required. Screens courtroom participants for weapons or in an intoxicated condition, subdue unruly court participants. Present at all Jury Trials and Court of Appeal hearings, takes custody of jurors during deliberations, provides notepads and pencils to jurors and destroys all notes taken by jurors when hearing is adjourned. Retrieve and delivers mail to and from CRIT mailroom and Post Office, delivers court documents to various departments as requested. Signs for and deliver checks issued to or requested by the court. Secure the Court Building before lunch and at the end of the workday. Provide janitorial services in common areas such as lobby, courtrooms, and Judges offices when requested. Picks up supplies and performs other duties as assigned.

KNOWLEDGE, SKILLS, REQUIREMENTS, AND ABILITIES:

Have knowledge of Reservation boundaries, developments, street names, and whereabouts of people living thereon. Required to work in a variety of weather conditions and environmental conditions with exposure to the elements, dust, and extreme hot and cold temperatures. Uniforms are mandatory and must be worn during work hours. Must be able to handle the physical requirements of the position such as exiting and entering assigned vehicle. Conduct themselves in a professional manner in the performance of their duties at all times. Maintain and keep assigned vehicle clean and free of debris, maintain mileage logs, and adhere to vehicle use policies. Must have the required skill and ability to deal with angry or hostile individuals. Required to maintain confidentiality of court documents, cases, parties, ect. Adhere to Judicial Personnel Code of Ethics. Ability to follow directives and work independently.

MINIMUM QUALIFICATIONS:

High School graduate or G.E.D. Must be 21 years of age. Possess a current and valid Arizona state driver's license with a good driving record. Must be in good physical health to perform all the requirements of the position.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT**

**26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.