TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 11/23/2026 Closing Date: 12/08/2026

Position Title: Tribal Court Bailiff

Department: Tule River Tribal Court

Work Schedule: Monday-Friday 8:00AM-5:00PM

Wage Rate: Pay Range 48: $25.53-$32.69/Hr./ Overtime Eligible

If you are interested in this position, please submit the following:

- **Completed Application**
- **High School Diploma or GED**
- **Documents responsive to listed Qualifications**
- **If claiming Tribal Preference please provide proof of Tribal Identification**
- **If Claiming Veteran's Preference please attach DD214**

All requested information must be in the **Tribal Administration Human Resources** office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Must provide completed applications for all open positions applying for:

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION: Tribal Court Bailiff

WORKSITE: Tule River Justice Center
129 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Tribal Court Bailiff are responsible for maintaining courtroom security, supporting court operations, monitoring compliance with court orders, overseeing community service requirements, assisting Wellness Court participants, and providing administrative support to the Tribal Court. The position serves as the primary courtroom security officer while also functioning as a court operations and participant compliance coordinator to support the effective administration of justice within the Tule River Tribal Court.

DUTIES AND RESPONSIBILITIES:

The Tribal Court Bailiff shall perform all duties, responsibilities, and authorities assigned to the Tribal Court Bailiff under the Tule River Tribal Court Code, Judicial Code, Court Rules, Administrative Orders, and other applicable Tribal laws and policies, as amended from time to time.

In addition, the position shall:

1. Maintain the safety, security, and orderly operation of Tribal Court facilities and proceedings.
2. Provide security screening of visitors entering court facilities for illegal weapons or prohibited items.
3. Respond to security incidents, disturbances, emergencies, and threats involving court personnel, participants, or visitors.
4. Enforce applicable tribal laws and rules within the courtroom, including making arrests and/or issuing citations.
5. Coordinate security operations with the Department of Public Safety, Chief Judge, Tribal Council, Court Administrator, and other agencies or departments as necessary.
6. Prepare incident reports and maintain security- related records.
7. Create policies and procedures for security inspections of Justice Center facility and ensure proper operation of security equipment.
8. Participate in court security planning, emergency preparedness activities, policy development, and court improvement initiatives.
9. Assist the Tribal Court Clerk by providing general information regarding court procedures, hearing schedules, filing requirements, and court processes.

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10. Facilitate communication among court participants, law enforcement, Tribal programs, and court personnel, including assisting with document distribution between parties and to and from the Judge and Clerk.
11. Answer general court-related inquiries from litigants, Tribal members, attorneys, and the public without providing legal advice.
12. Assist the Court Clerk, Chief Judge, and Court Administrator with administrative and operational functions as assigned.
13. Maintain confidentiality of court records, participant information, and sensitive materials.
14. Monitor compliance with Tribal Court and Wellness Court orders, conditions, and program requirements.
15. Track and maintain records of participant attendance, compliance requirements, and court-ordered obligations and file accordingly.
16. Prepare compliance reports and status updates for the Court and Wellness Court team.
17. Notify the Court of non-compliance, failures to appear, or violations of court orders.
18. Monitor court-ordered community service obligations for Tribal Court and Wellness Court participants.
19. Coordinate community service placements with Tribal departments, programs, community organizations, and approved service providers.
20. Verify and maintain records of completion of community service requirements through timesheets, supervisor reports, and other approved documentation and maintain records of completed and outstanding community service hours.
21. Assist with Wellness Court operations and participant management, including participant check-ins and accountability measures as assigned.
22. Assist with service of court documents and locating parties as authorized by the Court.
23. Participate in multidisciplinary staffing meetings and case coordination meetings as assigned.
24. Attend required training, certifications, staff meetings, and professional development activities.
25. Support court outreach, restorative justice initiatives, community education programs, and special court events as assigned.
26. Follow all Tribal personnel policies, court policies, confidentiality requirements, and professional standards.
27. Perform all duties assigned pursuant to the Tule River Tribal Code, Judicial Code, Court Rules, Administrative Orders, policies, procedures, and directives of the Chief Judge and Court Administrator.
28. Follow Firearm safety protocols through Department of Public Safety for securing weapon and required storage.
29. Remain in uniform while working on the clock.
30. Perform other duties as assigned.

QUALIFICATIONS:

Required Qualifications:

1. High School Diploma or GED required.
2. Current POST certificate, BIA Law Enforcement Certification, Tribal Law Enforcement Certification, or any Department of Public Safety approved equivalent law enforcement training.
3. Valid California Driver's License and insurability under Tribal insurance requirements.
4. Knowledge of Tribal, Federal, and State laws affecting Indian Country jurisdiction, Public Law 280.
5. Knowledge of courtroom procedures, security practices, and law enforcement techniques.
6. Ability to carry, maintain, and qualify a firearm in accordance with Tribal Department of Public Safety policy.
7. Ability to successfully pass:
    - Extensive Background Investigation
    - Drug Screening
    - Physical Evaluation
    - Psychological Evaluation
8. Ability to maintain confidentiality and exercise sound judgment.
9. Strong interpersonal communication and conflict de-escalation skills.

Preferred Qualifications:

1. Associate's Degree in Criminal Justice, Public Administration, or related field; Or minimum three (3) years of law enforcement, corrections, military police, court security, or related experience.
2. Experience working with Tribal governments, Tribal courts, or Indigenous communities.
3. CPR, First Aid, and AED certification.
4. Crisis Intervention, De-escalation, and Defensive Tactics training.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Tribal Court operations and judicial procedures.
2. Ability to remain calm under stressful and potentially dangerous situations.
3. Ability to communicate effectively with judges, attorneys, law enforcement officers, Tribal leaders, and the public.
4. Ability to prepare accurate reports and maintain records.
5. Ability to exercise discretion, professionalism, and impartiality.
6. Ability to operate security screening equipment, radios, computers, and surveillance systems.

PHYSICAL REQUIREMENTS

1. Ability to stand, walk, and patrol for extended periods.
2. Ability to lift and carry up to 50 pounds.
3. Ability to physically restrain individuals when necessary and authorized.
4. Ability to respond rapidly to emergency situations.

5. Ability to qualify and maintain proficiency with issued defensive equipment and firearms.

WORKING CONDITIONS

1. Courtroom environment.
2. Public interaction with potentially hostile or emotionally distressed individuals.
3. Exposure to stressful and emergency situations.
4. Occasional evening or after-hours court proceedings, hearings, or security assignments.

This position reports to:	Court Administrator for Administrative Supervision Limited reporting to Judge(s) for Courtroom Supervision directives only during Court proceedings.
This position supervises:	None
Salary:	Pay Range 48: $25.53 - $32.69 / Hr Overtime Eligibility /Non -Exempt
Hours:	Monday-Friday – 8:00AM-5:00PM Full-Time (40Hrs./Week) Hours may be adjusted with approval by Court Administrator, and as needed to complete 40 hours weekly (Must be flexible for schedule change, Holidays, Nights to accommodate Court needs. Paid Bi-Weekly
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401k Participation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE APPLIES

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