

## Sisseton-Wahpeton Oyate

### Job Description

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**Job Title:** Bailiff

**Purpose:**

The Bailiff will be responsible for maintaining order and security in the Sisseton Wahpeton Oyate Tribal Court.

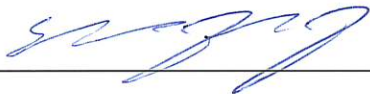
**Duties:**

1. Maintain order and provide security in the courtroom.
2. Maintain metal detectors.
3. Perform metal detection of individuals and materials before entering the courtroom.
4. Maintain the courtroom and ensure it is neat and orderly.
5. During jury trials maintain the jury room.
6. Assist with process serving of subpoenas and other legal documents.
7. Perform other duties as may be assigned.

**Qualifications:**

1. High School Diploma or GED
2. Experience in Law Enforcement or Security preferred.
3. Must have a valid South Dakota driver's license.
4. Excellent communication skills both oral and written.
5. Adhere to the SWO alcohol/drug free policy.
6. Respect confidentiality.

Approved \_\_\_\_\_



Date \_\_\_\_\_

8-18-22