



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Tribal Access Program (TAP) Clerk/Bailiff

****Re-Advertise****

OPEN: January 14, 2021

EXEMPT: No

SALARY: (7) \$18.97 - \$21.25 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: January 28, 2021

JOB CODE:

DIVISION: Tribal Court

DEPARTMENT: Court

SUPERVISOR: Court Manager

VACANCIES: 1

JOB SUMMARY: The Tribal Access Program Clerk/Bailiff will be the Lummi Tribal Court liaison with the Department of Justice's Tribal Access Program and will do all entering and validation of warrants and protection orders into the TAP computer system. The TAP Clerk/Bailiff will perform in a team environment to support LIBC departments with regards to needs utilizing the Tribal Access Program (TAP) and a variety of functions associated with the operations of the Lummi Tribal Court. Special emphasis is placed upon customer service, communication and administration of the Lummi Tribal Access Program (TAP). This position has two primary duties as follows:

TAP Clerk duties.

The position will be responsible for entering Court orders into the National Criminal Information Center (NCIC) that will include but may not be limited to warrants, criminal protection orders, civil protection orders, and no contact orders, as well as modifications and dismissals such orders. This process requires attention to detail as the information is accessed at the State and National levels. The TAP Clerk will be responsible for getting needed files/documents and filing or re-filing Court documents and files.

The TAP Clerk provides background check information electronically or by telephone when requested by LIBC departments, with a special focus on requests from: Tribal Court, Healing to Wellness Drug Court, Family Wellness Court and Men's Transitional Home. Provides criminal history for job applicants and current employees when requested by other LIBC entities such as Lummi Commercial Company. Records, compiles and disseminates data and other relevant information within the Court, to other agencies, LIBC entities, as indicated by the Lummi TAP interagency agreements, TAP User Agreement, and in accordance with the Criminal Justice Information Services (CJIS) Security Policy, as well as the Lummi Tribal Code. Accurate and thorough work is required to prevent Tribal Access Audit findings, liability issues as well as potential endangerment of law enforcement officers and citizens.

The TAP Clerk will be located within the Court and will need to have the same level of background clearance. TAP Clerk will be held to the same high standards of Court Employees to maintain confidentiality of all confidential and sensitive information, whether written, electronic or oral.

A significant amount of work is performed at a computer workstation with periods of prolonged sitting or standing, as well as interaction with various departments regarding background checks.

Bailiff duties.

When requested, attend court hearings to assist with hearings and trials. The Bailiff will monitor court proceedings to maintain safety and security, inside the courtroom, in the lobby and parking lot. When the Bailiff sees or becomes aware of any safety or security issue, the Bailiff will take appropriate action, including notifying the Lummi Police Department or calling 911.

The Bailiff will monitor all court-users for LIBC COVID-19 compliance requirements. The Bailiff will inform anyone in non-compliance with LIBC COVID-19 requirements that they must follow the safety procedure or leave the Court facilities. The Bailiff will be responsible for making sure that masks and hand sanitizer, is available and accessible to court-users. If taking temperatures of court-users is required, the Bailiff will take temperatures and deny access to the court facilities to anyone refusing or who has a temperature considered too high.

Fleet Management and Court Equipment/ Electronics Management. The Bailiff will be responsible for management of Court vehicles to make sure regular maintenance requirements are met, and that insurance cards and vehicle registrations are current.

The Bailiff is responsible for keeping track of Court equipment and electronics. The Bailiff will work with the Court Manager to keep an inventory of all Court equipment and electronics. When equipment or electronics is damaged or obsolete, the Bailiff will follow LIBC procedures to dispose of and replace the equipment or electronics.

This position will also be cross trained with the clerks for in-court recording and computer needs and may be asked to answer phones when needed.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Must adhere to the Lummi Tribe's Policies and Procedures and the Lummi Tribe's Standards of Conduct for Non-judicial Tribal court Employees.
2. Enter information into NCIC via the Lummi Tribal Access Program as directed per policy.
3. Ensure the accuracy of all entries into NCIC by Second Party Verification, and complete validation of each entry as those validations become due.
4. Obtain criminal history information per the requirements of the Lummi Tribal Access Program, and within the limitations for each requesting agency as guided by the corresponding ORI number for each agency.
5. Assure that appropriate documentation/releases are received authorizing name-based criminal history background checks.
6. Participate in all trainings related to the TAP system and maintain all required certifications.
7. Ensure all regulations related to the TAP system are followed.
8. Respond to each request for criminal background check information with appropriate level of disclosure indicated by CJIS and the Information Exchange Agreement(s).
9. Participate and respond to CJIS triennial audits for the Lummi Nation Court Tribal Access Program ORI.
10. Ensures confidentiality of closed court proceedings by removing all unauthorized person from the courthouse
11. Assists the judge and clerks as needed in court proceedings including, but not limited to; retrieval and sequestration of jurors and witnesses; elimination of distractions and interference with

recording equipment; safeguarding evidence when directed; transmission of court filings and exhibits; assisting witnesses, jurors and other persons as needed.

OTHER DUTIES:

12. Assist with photocopying, routing reports, and maintaining filing systems.
13. Receive, send and distribute electronic and other communications according to department procedures.
14. May provide on-shift training for additional support staff.
15. Answer telephones and respond to requests for service.
16. May provide clerical support to supervisor.
17. Attend to other related duties as assigned.

MINIMUM QUALIFICATIONS:

- AAS degree or Technical College Certificate *preferred* **OR** High school diploma/GED with 2-years' experience working within judicial system
- 3+ years' experience of administrative office experience and
- Experience in the area of background investigation *preferred*
- Must possess and maintain a valid Washington State Driver's License and must be eligible for coverage by Tribal Insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be able to communicate orally and have intermediate writing skills to effectively interface with Lummi Tribal Court staff, prosecutors, attorneys, and general public.
- Must have ability and willingness to learn and apply Criminal Justice Information Security regulations.
- Must have intermediate filing and typing skills.
- Must have working knowledge of the following office equipment: copier/printer/FAX labeler, computer scanning equipment and computer.
- Must be computer literate with specific working knowledge of Microsoft Word, Excel, and others.
- Accurately keyboard 50-55 wpm.
- Ability to research, comprehend and apply federal regulations regarding Criminal Justice Information, and criminal history background information.
- Strong organizational and recordkeeping skills.
- Time-management, scheduling, and prioritization skills.
- Strong interpersonal skills in order to effectively perform teaming, problem-solving and cooperative working relations with co-workers.
- Ability to work efficiently under emergent and stressful conditions
- Ability to meet the physical requirements of the job, including the ability to lift and carry up to 25 pounds.
- Knowledge of the Lummi Culture and ability to apply that knowledge in the operation of the department, and in daily contacts.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must maintain strict confidentiality at all times.

- Position at this level must be able to pass at the minimum an NCIC Criminal History background check, to oversee information received by the Lummi Tribal Court. May be rechecked every five (5) years.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.