



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: Transport Officer / Bailiff

OPEN: October 30, 2023

EXEMPT: No

SALARY: (9) \$26.48-\$29.82/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time – Flexible hours

CLOSES: November 21, 2023

JOB CODE:

DIVISION: Law & Justice

DEPARTMENT: Courts

SUPERVISOR: Court Director

VACANCIES: 1

JOB SUMMARY: The Transport Officer duties require transporting inmates to and from the Lummi Tribal Court and to and from correctional facilities following policies and procedures to ensure the safety of the inmate and public. Bailiff duties include overall security of the Lummi Tribal Court as directed by the Court Director and Chief Judge and attending court hearings as needed to protect the safety of visitors and staff in and around the Court. This work involves an element of danger; therefore, the Transport Officer / Bailiff must be comfortable being responsible for his or her own personal safety and the safety of others.

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

1. Responsible for adhering to the Lummi Tribe's Policies and Procedures and the Lummi Tribe's Standards of Conduct for Non-judicial Tribal Court Employees.
2. Transport adult and juvenile defendants to and from the Lummi Tribal Court, correctional facilities or to treatment centers as directed by the Court.
3. Safely restrain and handcuff inmates for transport.
4. Closely monitor inmates while being transported and react accordingly.
5. Must be able to work flexible hours as required to facilitate transports to correctional facilities or treatment centers located outside of Whatcom County.
6. Respond to emergencies within the Court and parking lot in front of the Court.
7. Maintain safe and peaceful decorum of the court, grounds, and courtroom proceedings.
8. Provides protection for all court personnel, jurors, witnesses, and users of the court.
9. Enforce rules that prohibit all persons from entering the court with guns, knives, other weapons and prohibited chemicals.
10. Facilitates the flow of people into and through the court building.
11. Periodically patrols the court parking lot to keep unauthorized persons and vehicles from the area, and to check for security problems.
12. Work with court personnel to institute security improvements.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required.
- Academy Training as a Police Officer, Corrections Officer, or Probation Officer, preferably with a Tribal agency.

- Experience using Windows operating systems; Microsoft Word and Excel.
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of Lummi Cultural Values.
- Ability to confront disruptive inmates in a professional manner and possess ability to diffuse volatile situations quickly and safely.
- Ability to carry out instructions furnished in written, oral, or diagram form.
- Ability to think clearly and perform well in stressful emergencies with or without supervision.
- Ability to work cooperatively with court staff, police officers, probation officers, and correctional officers.
- Ability to work independently and to exercise initiative, as well as have good organizational skills.
- Ability to prioritize tasks and complete assignments under strict time constraints.
- Ability to work with the public, even in stressful situations.
- Ability to exhibit a calm demeanor.
- Must be physically able to perform all aspects of the job.
- Must obtain CPR and Basic first aid training within 3 months of hire or take the first available training as approved by supervisor.
- Must be willing to be trained and certified within 3 months of hire to carry and if necessary, apply a Taser.
- Must be willing and able to be trained and use proper Prisoner Control techniques within 3 months of hire or take the first available training as approved by supervisor.
- Must be willing and able to be trained and apply proper Use of Force techniques if needed, within 3 months of hire, or take the first available training as approved by supervisor.
- Must be willing and able to be trained and apply proper Personal Protective Equipment (PPE), within 3 months of hire, or take the first available training as approved by supervisor.
- Must be alert, personable and attentive to detail and possess good memory retention.
- Must execute and strictly abide by a sworn Statement of Confidentiality in all workplace matters.
- May not use social media to reference any workplace matters relating to employment.
- Must have demonstrated writing and communication skills for contact with various agencies and jurisdictions, as well as the ability to logically write follow-up reports.
- Must be willing and able to attend in-service training classes as required, which may require in and out of state travel.
- Must exhibit a high level of professionalism at all times to maintain this position of High Public Trust involving contact with members of the public and access to confidential information.

HAZARDS:

- This position may come into contact with blood borne pathogens or other potentially dangerous substances.
- This position will require regular contact with potentially hostile or violent people.
- This position will require exposure to extreme weather conditions.
- This position may require long distance transport of inmates to jail or treatment facilities.

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.

- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- No current or new criminal charges.
- Pass all required training courses.
- Be available to travel for training, including multi day and multi week training courses, if necessary.

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.