



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Tribal Court Bailiff/Marshal
(Armed)

Hourly Rate: \$20.50 - \$24.00 Non-Exempt (DOE)

Opening: Monday, October 19, 2026

Closing: Friday, October 30, 2026

BASIC FUNCTION:

Reporting to the Court Administrator, or the Chief Judge, in the absence of a Tribal Court Administrator, the Court Bailiff/Marshal provides courtroom and facility security, prisoner transportation, process service, and other bailiff and marshal functions for the Quechan Tribal Court. The position coordinates with the Quechan Tribal Police Department, other law enforcement agencies, and detention facilities for transportation and supervision of adult and juvenile prisoners; serves criminal and civil court documents; provides security for Court facilities, judicial officers, staff, litigants, jurors, witnesses, and the public; and performs other duties as directed.

DUTIES & RESPONSIBILITIES:

- Coordinates with law enforcement agencies, detention facilities, and other agencies for scheduling and secure transport of adult and juvenile prisoners to and from jail, detention facilities, and Court.
- Maintains a calm, authoritative presence and professional decorum during courtroom proceedings.
- Exercises sound judgment, emotional control, and de-escalation techniques when responding to tense or volatile situations.
- Upholds courtroom order and safety with composure under demanding conditions.
- Performs bailiff duties and maintains order during court proceedings.
- Provides secure and safe transportation of prisoners to and from the Court.
- Serves as a Process Server for notices, summons, orders, and other civil or criminal process as directed by the Court.
- Maintains security and custody control of prisoners during Court business and hearings.
- Maintains logs of daily activities and prepares clear written incident reports, returns of service, and other required documentation.
- Maintains order, decorum, and dignity in the courtroom, including seating and movement of jurors, witnesses, spectators, and other participants.
- Facilitates courtroom security, safety, and sequestration of jurors when ordered or directed by the Court.

- At the request of the Chief Judge or presiding judge, takes lawful security or custody action within the scope of the position's authority concerning contempt, disruption, or threats to Court proceedings.
- Screens persons entering the courtroom or Court facility for weapons and prohibited items in accordance with Court security procedures.
- Serves as liaison with Tribal Law Enforcement and other public-safety agencies as assigned.

QUALIFICATIONS:

- High school diploma or GED required.
- College coursework or an associate degree in criminal justice, administration of justice, or a related field is preferred.
- Relevant demonstrated experience in law enforcement, court security, military security, Tribal government, or a closely related field may substitute for postsecondary education.
- Possess and maintain a valid state driver's license with an insurable driving record.
- Must meet the Tribe's criminal-history, suitability, and firearms eligibility requirements for an armed court-security position.
- Must be of suitable character, sound physical and mental condition, and sufficient strength and mobility to safely perform security, restraint, and prisoner-transport duties.
- Strong verbal and written communication skills sufficient to prepare clear incident reports, returns of service, prisoner-transport logs, and courtroom logs.
- Must successfully complete a Court report-writing and security skills assessment, which may include written documentation, situational judgment, courtroom-security, and de-escalation scenarios.
- Ability to operate modern communication devices, including two-way radios, mobile data terminals, multi-line phones, and email.
- Demonstrated interpersonal tact and ability to de-escalate volatile situations while maintaining neutrality and respect toward Court participants and the Quechan community.
- Willingness and ability to complete required law-enforcement, bailiff, prisoner-transport, firearms, and court-security training as a condition of initial and ongoing employment.
- Preferred: current or prior BIA, POST, Tribal law-enforcement, accredited academy, or recognized armed bailiff/court-security training appropriate to the assigned duties.
- Must maintain required qualification or verified training in approved duty firearms, less-lethal weapons, defensive tactics, arrest control, handcuffing techniques, CPR, First Aid, and Bloodborne Pathogen standards, as applicable.
- Working knowledge of Tribal court procedures, legal forms, terminology, and applicable provisions of the Quechan Law and Order Code, including court operations, criminal procedure, civil procedure, law enforcement, and criminal offenses.
- Knowledge and awareness of Quechan Tribal Sovereignty, Public Law 280, and its applicability to Tribal Court, The Tribe and its members.
- Prior experience in law-enforcement recordkeeping, log management, detention, prisoner transport, court security, or general legal clerical support preferred.
- Must complete required FEMA or emergency-management training, as designated by the Court.
- Must satisfy the Tribe's applicable criminal history and suitability requirements for employment in a position of trust, including applicable drug screening.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:
Quechan Indian Tribe
Human Resource Department
1888 San Pasqual School Rd.
Winterhaven, CA 92283
Telephone: (928) 977-2727
Fax: (760) 572-2961

Mailing Address:
P.O. Box 1899
Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

**Applicants must also send a brief email of interest directly to the Chief Judge at
chiefjudge@quechantribe.com.**

**For Human Resources questions or electronic submission of the Tribal application, contact
hradminassistant@quechantribe.com,**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass all applicable pre-employment screening and background/security requirements.