THE JUDICIAL BRANCH OF THE NAVAJO NATION
JOB VACANCY ANNOUNCEMENT

POSITION NO:	209597	Date Posted:	November 4, 2026
CLASS CODE:	9244	Closing Date:	**November 30, 2026**
POSITION TITLE:	**Bailiff**		
DEPARTMENT NAME:	Window Rock District Court		
WORKSITE LOCATION:	Window Rock, Arizona		

WORKS DAYS/HOURS:		POSITION TYPE:		SALARY INFORMATION:	
Days:	Monday - Friday	Permanent:	☑	Salary Range:	$ 44,704.08
Hours:	8AM to 5PM	Temporary:	☐	Hourly Range:	$ 21.41
No. Hrs./Wk.:	40	Part-Time:	☐	Grade/Step:	CL60H

DUTIES AND RESPONSIBILITIES

The Bailiff shall serve under the supervision of the Court Administrator and perform work of moderate difficulty in providing a variety of safety and security services in support of the secure operations within the courtroom and throughout the judicial facility and premises. **Essential duties, functions and responsibilities of this position include:** Screening all persons and parcels entering the court facility for weapons, contraband, and prohibited articles in accordance with the Judicial Branch Court Security Policy. Providing security services throughout the courtroom and the judicial facility and premises. Maintaining order, decorum and dignity in the court. Temporarily detaining individuals as ordered by the court until law enforcement arrives. Maintaining security during recesses and during deliberations. Maintaining confidentiality of court information and records at all times. Contacting emergency personnel, e.g. Police, Emergency Medical Services, Fire Department, in times of emergency for assistance. Receiving and greeting incoming visitors in a professional and aiding manner, and referring them to the appropriate staff. Managing, escorting and securing jurors and witnesses during the course of a trial or hearing. Monitoring and maintaining the court security surveillance system. Maintaining a variety of logs. Maintaining records of activities and completing security-related incident reports. Retrieving and/or duplicating recorded court hearings, as requested. Maintaining security equipment and devices. Facilitating fire drills as directed by management. Conducting periodic evaluation of court security. **May also be required to:** Assist in calling cases. Assist in administering oath limited to court hearings for witnesses and jurors. Assist in operating and maintaining digital, audio/video recording systems and provide other court support services. Perform a variety of assignments within the court and when court is not in session, based upon operational needs.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A High School Diploma or G.E.D. and two (2) years of progressive and responsible experience in law enforcement, detention/corrections, and security, or closely-related field. An equivalent combination of education, training and work experience that provides the capabilities to perform the described duties may be considered.

Special Knowledge, Skills and Abilities:

This position requires the ability to: Respond appropriately and take necessary action when a disturbance or emergency situation arises, including under hostile and stressful circumstances. Establish and maintain effective and cooperative working relationships with others. Communicate in a courteous, clear and professional manner with all parties. Address, resolve and/or refer requests related to customer service to the appropriate personnel. Maintain a professional appearance and composure at all times. **Shall learn the following:** Applicable Navajo Nation laws. Personal, facility and perimeter security. Court safety and security procedures. Use of security screening equipment and devices. Basic records and file management. Defensive and tactical techniques.

License/Certification Requirements:

Must possess a valid state-issued driver's license. Within 90-day of employment, shall successfully pass a criminal background check. Within 90-day of employment, shall obtain a Navajo Nation Vehicle Operator's Permit. Shall wear the official uniform prescribed for this position issued by the Judicial Branch of the Navajo Nation. Shall possess a current Cardiopulmonary Resuscitation (CPR) and First Aid/Responder Certification. Shall submit to a Defensive Tactics certification. Shall submit to a Physical Examination by a licensed physician to evaluate mental and physical health.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
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