



## HUALAPAI NATION JOB ANNOUNCEMENT (3 DAYS IN-HOUSE)

**JOB TITLE:** Court Officer/Process Server  
**DEPARTMENT:** Hualapai Tribal Court  
**CLASS:** Covered/Non-Exempt  
**SALARY:** D.O.Q  
**OPENING:** November 2, 2015  
**CLOSING:** November 4, 2015

### **POSITION SUMMARY:**

Under supervision of the Court Administration, performs duties to support and enhance judicial services to the Hualapai Community. Be familiarized with timelines on serving all documents within the different divisions set in the Law & Order Code. Keep and maintain a daily log of attempts made as well as documents served. Must be able to provide a quarterly statistic of what type of service was made. Also must maintain confidentiality of all information served as well a professional manner while serving the community. Maintain maintenance on all Tribal Court vehicles.

### **DUTIES AND RESPONSIBILITIES:**

- Serves legal notices, subpoenas, summons, orders or any court documents for the court;
- Treats all matters before the Court and within the Judicial Department with proper confidentiality;
- Maintain record of legal notices and documents served, time of service and person served;
- Must file records with Court Clerk on a daily basis to ensure the notification process has been properly documented;
- Provides messenger services as needed by the Judge and members of the Court staff;
- Must remain absolutely neutral toward all parties and attorneys involved;
- Keep a mileage log;
- Keep vehicle full on gas;
- Make arrangements with Administrator to have vehicles repaired when needed;
- Provide quarterly statistics on all documents served;
- Present statistic to Tribal Council when needed;
- Must be able to multi-task;
- Must be able to establish priorities in completing daily assignments in a timely and accurate manner;
- Dependability in following through on all assignments.
- Perform routine Clerk office duties as needed and available;
- Perform routine Bailiff duties as needed and available;
- **Other duties as assigned.**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Degree;
- Knowledge of the Hualapai criminal justice system and community resources;
- Knowledge of the Hualapai Law & Order Code;
- Knowledge of Hualapai Community cultural traditions and social issues;
- Skills in operating modern general office equipment;
- Must have a valid driver's license and be eligible for the tribe's insurance.
- Submit to and pass a pre-employment and random drug/alcohol screening.

**HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**