HOULTON BAND OF MALISEET INDIANS
Job Description

Approved by Council:

Job Title
Court Marshal

STATUS: Part Time
SUPERVISED BY: Court Administrator
SALARY RANGE: $25.00-$27.40

ROLE: Responsible for performing functions that ensure the safety of all persons working in or entering the Maliseet Nation Tribal Court and maintaining order and decorum during court proceedings. Provide general administrative support to the judges and judicial staff. Detailed listing of job responsibilities is below.

POSITION RESPONSIBILITIES:

- Maintain safety and peaceful decorum of the Tribal Court facility and court proceedings, parking lots, and grounds. Ensure personal safety of judges and court personnel.

- Ensure the confidentiality of court proceedings by removing unauthorized persons from the court facility.

- Assist the judges and clerks as needed during courtroom proceedings including but not limited to: retrieval and sequestration of witnesses and jurors; elimination of distractions and interference with audio and recording equipment; safeguarding evidence when directed; transmission of court filings and exhibits; perform opening and closing announcements of the court; and prepare courtroom, conference room and waiting areas for hearings and conferences, and secure at the close of all proceedings.

- Screen all persons entering the court facility for guns, knives, other weapons, and prohibited chemicals. Enforce administrative orders regarding prohibition of weapons and other dangerous items. Facilitate the flow of persons into and through the court facility. Periodically check court facility parking lots to keep unauthorized persons and vehicles from the area and to monitor for security problems.

- Work collaboratively with the Maliseet Nation Police, contracted security firms and other court bailiffs or judicial marshals to develop a comprehensive Court Security and Emergency Response Plan which comports with the National Criminal Justice Training Center's publication *Tribal Court Security Best Practice.* Train judges, court personnel and other tribal law enforcement to implement the Plan. Conduct an annual survey to evaluate the security needs of the court facility and court personnel and prepare a report of findings including recommended improvements.

- Oversee the maintenance of the physical aspects of the court facility including seating, condition of microphones, lighting, heat, air conditioning, security cameras and alarms. Work with other tribal departments and vendors to effectuate any necessary repairs. Assist in maintenance of annual property inventory.

- Assist Healing to Wellness Court Case Manager as necessary to conduct same gender-observed drug and alcohol screenings of program participants.

- Provide administrative support to court personnel including but not limited to, organizing, preparing and filing of documents.

- Transport participants of the Maliseet Nation Healing to Wellness Court programs as necessary to and from court hearings and appointments.

- Attend trainings as required. Perform other duties as assigned by Director.

- Perform crime prevention activities when assigned.
- Develop a positive relationship between citizens and other tribal employees.

- Complete and submit all appropriate departmental forms and reports as directed by supervisors.

- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or a GED required.
- Maine Criminal Justice Academy Full-Time Certification Training or be willing to immediately attend.
- Skill in using security equipment such as metal detectors, surveillance cameras and various alarms.
- Must be personable and possess a calm personality with no history of excessive use of force or misconduct.
- Demonstrated ability to anticipate and confront disruptive persons in a professional manner and quickly and safely diffuse volatile situations through the use of non-lethal weapons.
- Must have experience working with the public and anticipating the needs of the elderly and persons with disabilities.
- Ability to think calmly and perform well in stressful emergencies.
- Must be or willing to be certified in C.P.R., First Aid and Naloxone administration.
- Proficiency using Microsoft Windows and Word required.
- Must execute and strictly abide by a sworn statement of confidentiality.

- Must hold and maintain a valid State of Maine driver's license.
- Pass pre-employment urine drug screening, state and federal criminal background checks.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	O	Sitting	F	*N (Not Applicable)*
Carrying	O	Standing	O	*O (Occasionally) up to 2 hours a day*
Driving	O	Talking	F	*F (Frequently) 2-6 hours a day*
Handling	O	Walking	O	***C (Constantly) over six hours a** day*
Hearing	F	Lift/Carry		
Keyboarding	F	50 lbs. or less	O	
Kneeling	O	Push/Pull		
Reaching	O	50 lbs. or less	O	

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, number differentiation, and sequencing. Specific hearing abilities required by this job include the ability to hear and differentiate voices when multiple people are speaking or when in the presence of significant background noise. Work is performed most frequently in the busy court clerk's office and in the courtroom.

Complete job description, list of duties and qualifications and HBMI applications are available for download at our web site www.maliseets.net. Application are available at the front desk of the Administration Building or have one mailed to you by either calling the Administration Office at 532-4273 or e-mail hr@maliseets.com**. If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on November 19th, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.