

Tolowa Dee-ni' Nation Position Description

Title: Tribal Court Clerk
Class: Clerical
Status: Full-time (30 hours)
Supervisor: Court Administrator
Effective Date: May 18, 2017

Department: (16) Tribal Court
FLSA: Non-exempt
Pay Grade: 3 - 4 (\$11.22 to \$17.59)
Subordinates: None

Position Summary:

The core responsibility of this position is the daily clerical functions of the Tolowa Dee-ni' Nation Tribal Court and communicating with the public about the Court. In addition, the Court Clerk is responsible for receiving and filing court documents and correspondence, assisting the Court Administrator and Judge to ensure efficient Court operations, handling proceedings during Court days and assisting the public with the specific and general procedures of the Court.

Essential Duties and Responsibilities:

- Maintain organized physical and audio records of all Tribal Court proceedings to include the Court files, Tribal Court filings, pleadings, exhibits orders, and any others documents as directed by the Court Judge or Administrator.
- Assist Court Administrator with Court budgets, including but not limited to, the development and submission of annual budgets, project development costing, forecasting of expenses, and related budgetary duties.
- Assist Court Administrator with grants or other core development projects to ensure the Tribal Courts sustainability.
- Maintain a working calendar and notify all parties concerned regarding hearing dates, postponements, cancellations, and rescheduling of Court activities.
- Account for and record fines, fees, and other monies and properties taken into custody for the Tribal Court.
- Prepare and insure service of notices, summons, subpoenas, warrants, rulings, findings, opinions, and orders as prescribed by Tribal law, or as may be designated by the Tribal Court Administrator or Judge.
- Assist all persons or organizations with business before the Court to insure the efficient operation of the Tribal Court. Such assistance may include, but is not limited to help with the preparation of papers to file with the Tribal Court.
- The Court Clerk shall maintain confidentiality and impartiality at all times, and may not give advice on questions of law, nor shall appear or act on behalf of any person in any Tribal Court proceedings.
- Collect statistical information needed to manage operations for presentation and as required or requested.
- Attend all sessions of the Tribal Court to administer oaths, witness execution of documents, and keep an accurate accounting of all court hearings to include recording, preparing minute orders and to otherwise assist the Court staff in the conduct of the Court.

- Provide security for all files, documents, and materials filed with or in the custody of the Tribal Court, and insuring that they are not removed from the offices of the Tribal Court except upon the specific instruction of a Judge of the Tribal Court.
- Perform a variety of clerical support duties and such other duties related to the operation of the Court.
- Effectively meet the public in situations requiring tact and poise.
- Establish and maintain cooperative relations with the public, Tolowa Dee-ni' Nation employees and government, and employees of other public and private agencies.
- Effectively communicate both verbally and in writing.
- Perform arithmetical computations and learn specific clerical procedures.
- Temporary or permanent duties and responsibilities may be added to, or modified as necessary.

Minimum Qualifications:

- Must be able to perform all essential duties and responsibilities.
- High school diploma or equivalent (GED).
- Prefer AA or BA in a related field.
- Prefer Tribal Court experience.
- Should possess a basic knowledge of federal and state statues, tribal codes, ordinances, and rules related to the operations of the Tribal Court system, and knowledge of basic legal principles and practices.
- Must have technical skills and ability to administer a full range of judicial administrative activities to include maintenance of docket calendars, case management systems, data processing, communication, and public relations.
- Must be dependable and able to maintain confidentiality. Must have ability to establish priorities and to perform assignments with minimal supervision.
- Must have working knowledge of Windows based software.
- Excellent interpersonal skills are required in order to work effectively with the public and department staff. Must be able to demonstrate empathy, courtesy, respect, and maturity while maintaining a professional appearance and demeanor.
- Must be able to pass a background check, have no felony convictions and no misdemeanor convictions involving crimes of moral turpitude.
- Must possess a valid California or Oregon driver's license.
- Demonstrated knowledge of the Tribal community, its organization, and needs.
- Demonstrated knowledge of the goals of the Tribal Court and related services.
- Must accept confidentiality as a strict condition of employment.
- Demonstrated ability to communicate effectively, both verbally and in writing at various levels of interaction ranging from individuals, community based organizations to government entities.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret general Court laws, filings, correspondence, orders, and government regulations. Ability to write court correspondence, effectively present information and respond to questions from the public.

Mathematical Skills:

Ability to conduct basic accounting skills for tracking court filing fees and expenses.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pound.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work is usually performed in a typical office setting with moderate noise.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____