

The Mohegan Tribe Job Description

Position: Court Clerk
Department: Tribal Court
Reports to: Court Administrator
FLSA Status: Non-exempt
License Level: III Commission
Grade: 25

Position Summary:

Responsible for the processing and maintenance of all legal pleadings filed before the Mohegan Tribal Court and the Mohegan Tribal Court of Appeals. Records all court proceedings.

Essential Duties:

1. Accepts and receipts the filing of all legal pleadings. Notifies all parties of record regarding continuances, cancellations, rescheduling and other activities of the Court.
2. Prepares and maintains files for all cases complete with all appropriate documents.
3. Establishes and revises record keeping procedures, including tickler systems, to accurately track and maintain case-related matters and motions for the assigned judge. Provides up-to-date information on case status as requested by the assigned judge.
4. Assists with the conduct of court proceedings (conferences, prosecutor's pre-trials, hearings, arraignments, etc.). Records sessions, marks/stores/files exhibits, administers oath to witnesses and provides general administrative support.
5. Prepares cases for closure, insuring files are complete with case summaries and related documentation.
6. Assists litigants with proper forms, copies of relevant Tribal Law, etc. without giving legal advice. Responds to telephone and mail inquiries and provides information on relevant cases, as appropriate.
7. Examines for correctness and logs/accepts Tribal Police Transmittal Sheets and accompanying documents or items.

Court Clerk

Incumbent must be able to perform essential job functions with or without reasonable accommodation. Tasks defined as "other duties" may be reassigned as necessary.

8. Drafts/ assists with drafting forms, mailings, merges, reports, etc.
9. Maintains case management databases. Prepares special reports and statistical information as requested.
10. Records monies received and submits to Court Administrator. Issues receipts to payees.
11. Processes incoming and outgoing mail daily.

Other:

1. Performs other related duties.

Education, Experience and Skills Required:

- Associate's degree in related field, or
- High school/GED and three (3) years court clerk experience.
- Thorough knowledge and understanding of policies and procedures of a court system and a court clerk's office.
- Customer service experience.
- Basic Word and Excel skills.
- Familiarity with Indian Law desirable.

Court Clerk

Incumbent must be able to perform essential job functions with or without reasonable accommodation. Tasks defined as "other duties" may be reassigned as necessary.