

JOB ANNOUNCEMENT

Clerk of Court Tribal Court

Requisition No.: 006824
Opening Date: November 15, 2000
Closing Date: November 20, 2000
Division: Tribal Council
Location: Mashantucket, CT
Reports To: Chief Judge
Prepared By: Linda Miner
Prepared Date: November 15, 2000
Job Code: 7041
"Salary Commensurate with Education and Experience"

SUMMARY

Under the supervision of the Chief Judge, the incumbent is responsible for the processing of legal pleadings, recording of court proceedings, distribution of clerical caseloads, serving as primary clerk for complex litigation matters, implementation of court automation, accounting and public information systems, compilation of financial and statistical reports, supervising the Deputy Court Clerk(s) and assisting the Chief Judge in the development of policies, procedures and departmental budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES TIME PERCENTAGE

Must adhere to the Mashantucket Pequot Tribe's Policies and Procedures and the policies of the Mashantucket Pequot Court System Standards of Conduct for Non-Judicial Employees, and Department Policies of the Mashantucket Pequot Court System.

Files and docket all legal pleadings, prepares and distributes all court notices, subpoenas, warrants and orders. Schedules and records court proceedings. Primary clerk for cases involving complex litigation. 65%

Using current Tribal computer resources, implements systems for court automation, case management (including aging and tickler functions), financial accounting, and public information. Designs, improves and automates court forms. Drafts self-help brochures and other aids for use by litigants and tribal bar members for approval by Chief Judge. Assists the Chief Judge in the formulation and implementation of departmental policies and procedures. Recommends 15%

and drafts procedural rules and amendments for adoption by Tribal Court judiciary, Judicial Committee, and Tribal Council.

Evaluates and distributes equally the caseload of the Office of the Tribal Court Clerk. Supervises the Deputy Court Clerk(s). Designs and implements a case weighting system to assist in the equitable assignment of caseload. Identifies cases for consolidation. Coordinates court calendar. Schedules clerks and judges to ensure weekend and emergency court coverage. Serves as a procedural information resource for court staff, tribal members, litigants, tribal bar members and the public. Assists Chief Judge in timely notifying the tribal community, tribal bar and litigants of procedural changes. 10%

Custodian of funds collected by the Office of the Tribal Court Clerk and responsible for the accounting and reporting of the same. 10%
100%
Compiles financial and statistical reports for the Office of the Tribal Court Clerk for submission to the Chief Judge for departmental and tribal use. Conducts in-house training in court procedures and case management systems for Office of the Tribal Court Clerk.

Must timely complete all other related duties as assigned by Chief Judge. Attends relevant training.

Performs all other related and compatible duties as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Education of a Bachelor's Degree or higher in Business, Public Administration or other related area of study. Juris Doctor degree from an accredited law school with prior study in Indian Law preferred. Three (3) years of experience in a court or legal setting with experience utilizing case management software, accounting and/or bookkeeping procedures, with exposure to complex litigation matters and experience supervising other employees. Must not have been convicted of a felony or a crime involving dishonesty. Thorough understanding of the operation of a clerk's office, demonstrated knowledge of legal procedures, ability to perform legal analysis. Outstanding interpersonal skills. Must be proficient in Microsoft Windows 95, Microsoft Word, and be familiar with Microsoft Office 97. Prior experience creating spreadsheets, databases and merged documents. Ability to take very quick accurate, legible and comprehensive recording

notes Touch-typing skills. Able to fully master court recording equipment. Ability to work calmly and independently under occasionally stressful environment.

LANGUAGE SKILLS

Excellent oral and written communication skills are required in order to explain court procedures in simple terms to users of the court system.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

ORGANIZATION SKILLS:

Attention to detail, strong organizational and time management capabilities. Able to prioritize and adjust to meet court system objectives. Able to function independently, as well as, cooperatively in a team setting.

REASONING ABILITY:

Ability to discern legal issues, define problems, collect data, establish facts and draw valid legal conclusions and develop timely solutions. Ability to interpret and follow legal procedures and a variety of instructions furnished in written or oral form. Ability to think and write in clear and logical terms.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid motor vehicle driver's license. Must be bondable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with hands and arms; and talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.