

Assistant Court Clerk

Department: Tribal Court

Wage: \$8.73 after probationary period

Career Status: Conditional upon successful probationary evaluation and budget appropriations

GENERAL STATEMENT

The Assistant Court Clerks contribute to the efficiency of the Court System providing clerical support to the various divisions.

SUPERVISION

The Assistant Court Clerk is under the direct supervision and evaluated by the Clerk of the Court. Receives general supervision and guidance from the Court Administrator.

DUTIES AND RESPONSIBILITIES

Attends and records all proceedings in Tribal Court.

Administers oaths to witnesses.

Receives fine payments, issues receipts and prepares daily revenue report for funds collected.

Prepares notices, summons and other court documents as required.

Maintains strict confidentiality of court proceedings, records and documents.

Works as a team member and exemplifies a courteous and professional mannerism that brings credit to the _____ Tribal Government.

Performance and competency standards shall include but not be limited to:

- Ability to provide quality customer services to the public.
- Clerical skills, computer operation, typing, filing...
- Communication skills, including telephone etiquette, verbal and written.
- Ability to project a professional business attitude.
- Dependable and reliable attendance, punctuality, and productivity.

Special Condition of Employment:

Must maintain high ethical standards of conduct, representing the _____ Tribal Court in professional manner. An employee found to be in contempt of court, or I in violation of their sworn oath of office or have demonstrated similar misconduct are Subject to disciplinary action up to and including dismissal from employment.

Duties and responsibilities will include other activities as needed to carry out the position and department functions.

QUALIFICATIONS

Must have a high school diploma or GED and have at least 6 months clerical work experience.

Must have successfully completed a one year Office Occupation or Business courses is preferred, must include college transcripts of courses taken.

Must demonstrate a high moral character and integrity. Must never have been convicted of a felony and have no misdemeanors within the past 12 months. Must be bondable. Each of the specified qualifications will be verified through a personal and criminal background check.

Must demonstrate considerable experience with general office practices and procedures. Must be proficient in computer operation, key boarding and stenography.

Must have Two (2) letters of recommendation from prior employers.

Employment history must demonstrate an ability to establish and maintain effective working relationships with associates, public officials and the general public.

Letter of interest should validate the applicant's ability to express ideas and convey information effectively.

Must have a valid state Driver License.

Knowledge of the people and languages of the _____ Tribe is preferred, but not required.

Qualified _____ Tribal Member/Indian and Veterans Preference will apply in compliance with the _____ Tribes Personnel Policies and Procedures.

IMPORTANT APPLICATION CRITERIA

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

A completed Tribal Employment application must be submitted to the _____ Tribe, to be considered for any position within the organization. Applications are accepted until 5:00 P.M. on the closing date.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference, tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the _____ Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter.