

POSITION DESCRIPTION

Clerk of Courts

Tribal Court

Requisition No.:

Opening Date:

Closing Date:

Division: Tribal Council

Location: Mashantucket, CT

Reports To: Tribal Council

Prepared By:

Prepared Date: February 9, 2000

Job Code: 7040

"Salary Commensurate With Education And Experience"

SUMMARY

The Chief Judge is responsible for hearing and deciding judicial matters within the jurisdiction of the Mashantucket Pequot Tribal Court pursuant to Mashantucket Pequot Tribal Laws, carrying out the administrative operations of the Mashantucket Pequot Court System, and supervising the Tribal Court and its employees, including case management and the timeliness of decisions of the trial judges. The Chief Judge chairs the judges' meetings and acts as liaison between the judges, court staff, the tribal bar, the Judicial Committee, the Tribal Council and other tribal governmental entities and departments.

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 15%

by Chief Judge. Assists the Chief Judge in the formulation and implementation of Departmental policies and procedures. Recommends 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 Juris Doctorate from an accredited law school with prior study and/or practice in Indian Law. Must be a member in good standing in bar of any State. A minimum of five (5) years experience as a tribal judge. Must not have been convicted of a felony or a crime involving dishonesty nor ever been disbarred by any jurisdiction. Must be well-versed in concepts of federal Indian law, tribal law and principles of tribal sovereignty and jurisdiction. Outstanding interpersonal skills and experience supervising other legal professionals required. Must be proficient in Microsoft Windows 95,

Microsoft Word, and be familiar with Microsoft Office 97. Must have prior experience in accounting and administering budgets. Prior experience creating spreadsheets, databases and merged documents preferred.

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.

Send resumes, job bids, and applications to:

**Human Resources
Mashantucket Pequot Tribal Nation
Route 2 / P.O. Box 3777
Mashantucket, CT 06339-3777**

THE MASHANTUCKET PEQUOT TRIBE PRACTICES INDIAN PREFERENCE IN
HIRING (PUBLIC LAW 93-638) AND IS AN EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.