

## **JOB DESCRIPTION**

**POSITION TITLE:** Court Clerk

**LOCATION:** Tribal Judicial Facility

**FLSA:** Non-Exempt

**SALARY:**

**REPORTS TO:** Tribal Court Judge/Administrator

### **POSITION SUMMARY**

Responsible for the preparation, maintenance and closing of all case files including but not limited to civil, probate, Peace Code, Youth Code, Drug Court, Traffic or any other cases filed in the Court. Also follows up on compliance on civil suit judgments, fines and restitution.

### **ESSENTIAL FUNCTIONS:**

- Responsible for preparation, maintenance and closing of all case files.
- Prepare case folders on all new cases; insure inclusion of all appropriate documents.
- Prepare file for hearing
- Maintaining all pleadings, documents and other materials filed with the court.
- Maintain all evidentiary materials, transcripts, and records of testimony file with the courts.
- Attend hearings; take minutes as directed
- Type transcripts and all other case-related materials.
- Prepare and transmit all case-related materials including warrants, subpoenas, and all hearing notices
- Notify all parties concerned regarding postponements, cancellations and rescheduling of Court activities
- Maintain all active (pending files in an orderly manner)
- Type court orders and judgments; make appropriate distribution.
- Prepare cases for closure; insure files are complete
- Insure all appropriate parties are notified of Court judgments.
- Provide information on cases as appropriate.
- Take Complaints as appropriate
- Maintain court calendar, inform secretary of changes or make entries in Master Calendar, as appropriate.
- Collect and account for all accounts receivable, particularly those associated with follow-up issue receipts for accounts received.
- Maintain all properties taken into custody by the Court.
- Maintain (format & type if necessary) supply of blank forms to be prescribed by the Court.
- Maintain case management database with defendant, plaintiff, witness information, personal information, case information, case history, citations, subpoenas, complaints, attorneys, disposition, assessments, payment processing/plans, outstanding fees, case numbers or any other information relevant to the case.
- Prepare monthly caseload and financial reports for distribution to tribal council
- Attend all drug court meetings, staffing(s), and hearings take minutes, prepare agenda, distribute correspondence and provide assistance with case management.
- Perform other duties as assigned by Judge or Court Administrator including but not limited to answering phones, and assisting Court Secretary.

- Perform all duties in accordance with The Ysleta del Sur Pueblo Tribal Code of Laws Article II Section 11.
- Participate in appropriate training program
- Occasionally, conducts research and composition of court ordinances and codes and researches tribal profile data for grants.

### **MINIMUM REIQUIREMENTS**

Minimum of 40 college credit hours towards criminology, business administration, public administration, paralegal or court reporting. An associate's degree is preferred. Plus two years 's experience in the legal environment for court, prosecutors or attorneys office or a combination of experience/education. Adhere to Ysleta del Sur Pueblo Code of Laws Article II. Must be willing to be a member of the Drug Court interagency team. Typing skills of at least 55 words a minute. Proficient in MS Office applications and database software. Must be a notary public licensed in the State of Texas

### **KNOWLEDGE AND SKILLS**

Excellent written and oral communication skills, Ability to read, analyze and interpret legal documents, tribal laws and regulations. Ability to effectively present information and respond to questions from management and the general public. Must demonstrate professionalism and diplomacy. Must be able to effectively prioritize and manage multiple tasks. Must have demonstrated office or file management through outside agencies. Must have excellent organizational and time management skills, experience in Indian programs preferred. Knowledgeable of or experience in Native American Cultures.