

JOB ANNOUNCEMENT
Judicial Secretary
Tribal Court

Requisition No.: 002704
Opening Date: January 27, 1999
Closing Date: February 1, 1999
Division: Tribal Government
Location: Tribal Courthouse
Reports To: Chief Judge
Prepared By: Linda Miner
Prepared Date: January 27, 1999
Job Code: 7127
"Salary Commensurate With Education And Experience"

SUMMARY

Under the direction of the Chief Judge, the incumbent performs a variety of secretarial and clerical functions in a confidential setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES TIME PERCENTAGE

Must adhere to the Mashantucket Pequot Tribe's Policies and Procedures and the Mashantucket Pequot Standards of Conduct for Nonjudicial Tribal Court Employees.

Daily screens Chief Judge's incoming mail, routes pleadings to appropriate clerk's office and correspondence to appropriate destination. Creates and maintains correspondence control records for all materials received from tribal government entities, national and regional judicial associations and other organizations. Composes letters and memoranda of a legal, confidential and/or sensitive nature. 20%

Prepares judicial orders of a confidential nature insuring that proper legal citation format is maintained throughout. Reviews all legal pleadings to highlight case citations and retrieves cases as requested by Chief Judge. Conducts basic legal research through the use of text and computer resources. 15%

Receives all judicial memoranda of decision and reformats, with precise attention to detail for consistency, for publication in the 15%

Mashantucket Pequot Tribal Court Reports, Mashantucket Pequot Reporter and Indian Law Reporter. Exercises judgement in editing decisions for correct legal citation format, proper grammar and punctuation. Transmits via e-mail judicial decisions to Counsel Connect and other on-line publishers of tribal judicial opinions. Create and maintain legal headnote system and indexes for the Reports and Reporter. Works with other judicial secretaries to minimize time spent on reformatting by conducting training on uniform document creation.

Maintains Chief Judge's calendar by scheduling and/or changing court appearances and appointments as directed. Prioritizes appointments to meet the demands of the Chief Judge. Arranges meetings and conferences for Chief Judge and support personnel. Drafts agendas for and takes minutes at all judicial and full staff meetings. Coordinates all on and off-site meetings, travel arrangements, reservations, and accommodations and prepares expense reimbursement forms. 15%

Assists Chief Judge in the collection and preparation of documentation supporting budgets and forecasts. 10%

Serves as law librarian ensuring that legal volumes and publications are current. Reviews judicial and legal periodicals and newspapers for articles relevant to the functions of the Tribal Court. Obtains copies of the judicial decisions of other tribes, state and federal courts which are of relevance for inclusion in the Legal Relevance Handbook for use by tribal judges and index accordingly. 10%

Exercises initiative and organizational skill in the collection of court statistics and compilation of reports for Mashantucket Pequot tribal judiciary, Judicial Committee, Tribal Council, regional and national Tribal Court Judges Associations, Congressional subcommittees, etc. Oversees the submission of court material by court staff ensuring that data is complete, accurate and timely. Assembles reports, attaching required supplemental materials, photocopies and binds. 10%

Relieves Chief Judge of administrative details. Assists other court staff as time and priorities permit. Attends in-service workshops/training to develop skills. 5%
100%

Performs all other related and compatible duties as assigned.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

Progressively responsible secretarial experience of a minimum of five (5) years. Such experience must have provided an excellent understanding of court procedure, and legal or judicial office clerical practices. Certificate and/or degree from an accredited university or college in paralegal studies, secretarial skills or business administration may be substituted for one (1) year of experience. Applicant must have the demonstrated skills and experience to meet the minimum qualifications associated with this position.

Excellent communication skills in the English language, verbal and written, are required. Fluent understanding of legal terminology is requisite. Experience working with Windows operating system required. Must be fluent in Word and be familiar with WordPerfect for Windows including the creation of graphs and charts for use in reports and visual presentation. Must have knowledge of Microsoft Excel or comparable spreadsheet applications. Knowledge of Power Point or other graphics presentation and database software desirable. Typing speed of not less than 60 words per minute needed. Must demonstrate the ability to conduct basic legal research and to communicate in writing the results of such research.

Must be able to work independently and to exercise initiative. The successful candidate will have superior organization skills. Must be able to prioritize tasks and complete assignments under strict time constraints. The ability to work with the public, even in stressful situations, is essential. Signed Statement of Confidentiality is required.

LANGUAGE SKILLS

Position requires excellent communication skills. Ability to read and interpret documents. Ability to write routine reports and correspondence.

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 and to draw and interpret bar graphs. Knowledge of general bookkeeping principles desirable.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

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 regularly required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms to type using personal computers and will be subject to repetitive motion; and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific 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.