

JOB DESCRIPTION

POSITION TITLE: Court Secretary

LOCATION: Tribal Judicial Facility

FLSA: Non-Exempt

SALARY:

REPORTS TO: Tribal Court Judge/Administrator

POSITION SUMMARY

Serves as a private secretary to the Judge/Administrator and support staff to the Court Clerk, in addition to handling all incoming telephone calls, visitors and office management.

ESSENTIAL FUNCTIONS:

- Receive all individuals coming to the Tribal Court; provide general information as required; refer, as appropriate, to court personnel; take messages, as necessary.
- Answer all telephone calls coming into the Tribal Court; transfer calls to appropriate court personnel, take messages, as necessary.
- Maintain case logs; maintain court docket.
- Assist Court Clerk as necessary
- General typing, dictation, and letter composition as directed
- Assist Court Clerk with accounts receivable, particularly payment plans, citation payments, court fees and restitution.
- File all non-case related judicial and administrative correspondence.
- Receive, log and distribute all incoming judicial correspondence; prioritize correspondence into groups: high, low and for signature.
- Screen all judicial phone calls; take messages as required.
- Maintain master Court calendar
- Coordinate staffing of all judicial forums; including arranging meeting places and times; prepare and distribute agendas and meeting notices; arrange for coffee and other refreshments, as appropriate; record type and distribute minutes.
- Provide back up to court clerical staff, as needed and as workload allows.
- Provides assistance in financial management of budget line items, purchase requisitions, maintains payment log,
- Assists in maintaining and organizing the library of laws, regulations, orders, opinions, and decisions of the United States and its administrative agencies and courts, the Tribal Council and the Courts of the Tribe, and of the various states, as pertinent to the administration of justice.
- Ensures all office equipment is properly serviced
- Orders all office equipment and supplies
- Assists with monthly reports, council reports, etc.
- Maintains Judge/Administrator files
- Perform other duties as assigned

MINIMUM REIQUIREMENTS

Minimum of High School Diploma or GED. At least one year of college is preferred. Plus three years 's experience in the legal environment as a legal secretary in a prosecutors or attorneys office or a combination of experience/education. Adhere to Ysleta del Sur Pueblo Code of Laws Article II. Typing skills of at least 60 words a minute. Capabilities in record keeping, office procedures, administrative management and legal procedures. Ability to maintain utmost confidentiality, Dependability in following through on all assignments as well as in being on the job when scheduled. 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. Ability to establish priorities in completing assign workload and to work with little or no supervision at times. Must be able to effectively prioritize and manage multiple tasks. Deal with public and staff in a positive and objective manner. 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.