

COURT CLERK DUTIES:

- A. Maintain records of all Tribal Court proceedings to include identification of the title and nature of all cases, the names of the parties, the substance of the complaints, the names and addresses of all witnesses, the dates of hearings and trials, names and addresses of all parties and witnesses appearing at all hearings and trials, all Tribal Court rulings and jury decisions, findings, orders and judgments, maintenance of all dockets, and any other facts or circumstances decided by the judges of the Tribal Courts or deemed of importance by the Clerk of Tribal Court.
- B. Maintain all pleadings, documents, and other materials filed with the Tribal Court. Distribute all necessary and appropriate documents. Maintain all evidentiary materials, transcripts, and records of testimony filed with the Tribal Court.
- C. Prepare for and assist the judges in all court sessions, including notification to parties, make necessary facility accommodations and arrange for a court reporter and bailiffs.
- D. Enter, under the direction of the Tribal Court, all orders, judgments and decrees required to be entered, the title of each proceeding or action, the date of filing such proceeding or action with the Tribal Court, and a memorandum of all subsequent proceedings, with the date and the fees charged.
- E. Collect fines, fees and other monies imposed or charged by the Tribal Court, deposit such monies into the proper account of the Tribal Court, and account for the receipt and deposit of such monies. Account for any other properties taken into custody by the Tribal Court.
- F. Keep a schedule of fees charged in proceedings and actions.
- G. Keep and maintain books of record, tape recordings of court sessions required by law or rule of the Tribal Court.
- H. Prepare and serve writs and processes, rulings, findings, opinions, and orders as prescribed by the Code and as may be designated by the Judges of the Tribal Court.
- I. Assist persons in the execution of forms, complaints, petitions, answers, motions and other pleadings and documents for proceedings before the Tribal Court.
- J. Administer oaths and witness execution of documents.
- K. Maintain a supply of blank forms to be prescribed by the Tribal Court for use by all persons having business before the Tribal Court.
- L. Provide copies of documents in Tribal Court files to other persons upon request, and upon receipt of a charge therefore to be prescribed by the Clerk to cover the costs of such services.
- M. Provide security for all files, documents and materials filed with or in the custody of the Tribal Court.
- N. Maintain a library of laws, regulations, orders, opinions, and decisions of the Courts of the Tribe, the United States and its administrative agencies and courts, and of the various states, insofar as they may be pertinent to the administration of justice for the Tribe, and within the Tribe.
- O. Communicate directly, orally and in writing, with Community members, attorneys, those person or entities interested in accessing the Tribal Court, the Judges and other jurisdictions.
- P. Perform such other duties related to the operation of the Court, other than those specifically performed by a judge, the Tribal Council or as the contract establishing Chief Judges of the Court and Clerks shall so designate.

REQUIREMENTS:

- Experience in responsible position in the administration of courts or related field or any equivalent combination of education and experience.
- A graduate of High School.
- Be a motivated, self-starting individual and possess strong organizational skills with substantial record management experience
- Good oral and written communication skills
- Possess a working understanding of the legal process, be willing to learn and take direction from the Judges, willing to attend training in the area of court administration and role of a court clerk.
- Be familiar with Judicial Code and Rules.
- Possess legal research skills, familiarity with accessing legal research on-line to assist the Court.
- Possess a working knowledge of the MS Word and EXCEL software.
- Must be able to maintain confidentially.
- Have no criminal record or a misdemeanor.