

**NORTHERN CHEYENNE TRIBE  
POSITION ADVERTISEMENT  
ARCHIVING CLERK (TEMPORARY – PART TIME) - (2) POSITIONS**

**POSITION: (2) ARCHIVING/DATA ENTRY CLERKS**

**SALARY: \$11.00/hour**

**(PART TIME/TEMPORARY – 30 HRS/WEEK)**

**DEPARTMENT: NORTHERN CHEYENNE COURT**

**ACCOUNTABLE TO: CLERK OF COURT**

**OPEN: 10/7/2020**

**CLOSES: 10/21/2020 @ 4:00 PM**

**How to apply:** Submit a complete application, **RESUME'**, (3) current letters of reference and or/recommendations (one must be past/present employer), dated within (1) year of advertisement, Tribal Certification (if claiming Indian Preference), submit a form DD214 (if claiming Veteran Preference), Current Montana Driver's License, copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attn.: Human Resources Department, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT. 59043. All documentation must be attached.

**ALL APPLICATIONS ARE ACCEPTED by Human Resources Department  
And FORWARDED to the Programs/departments.  
ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED BY THE ADVERTISING PROGRAM**

**SUMMARY OF WORK: Hiring for two (2) Archiving Clerks.** These are temporary, part-time positions with the Northern Cheyenne Tribal Courts. Primary responsibilities of the job are preparation, cataloging and filing of archived case files in filing cabinets and entering case files into a court management software program. Archiving clerk positions report to the Clerk of Court for supervision and assignment of position responsibilities. These are part-time temporary positions not to exceed 6 months and are **dependent on continued funding availability. Hours: Monday through Friday from 9:0AM to 4:00PM.**

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Must maintain confidentiality of all information.
2. Conduct inventory and categorize closed files, using spreadsheets on a personal computer.
3. Enter case file information into a court management database system.
4. Ensure confidentiality of information in case files and security for files, documents, and materials filed in the courts.
5. Ensure documents, paperwork or any proprietary information is not removed from the Clerk's offices or area of responsibility, following specific instructions of the Chief Judge of the Court.

6. Must establish priorities in completing daily assignments in a timely and accurate manner.
7. Work closely with the Clerk of Court on the archiving project, including preparing lists of files categorized by specific information and following a filing system.
8. Dependability in following through on instructions and completing assignments.
9. Physical ability to lift up to 50 pounds, only on an infrequent basis, assistance available.
10. Must establish priorities in completing daily assignments in a timely and accurate manner.
11. May be other duties assigned pertinent to the operation of the Court.

**KNOWLEDGE:**

Preference will be given to persons with a working knowledge of the Northern Cheyenne Tribal Law & Order Code, Tribal Ordinances, court proceedings, or legal knowledge in general. Working knowledge of computer software such as Word, Excel and database management software is required. Although specific court management training will be provided.

- High School Diploma
- AA/AS Degree preferred, or
- Minimum of one-year secretarial or administrative office related experience.
- Filing and data entry experience preferred, or
- Combination of education i.e. work experience.

**SKILLS REQUIRED:**

- Performs assigned duties in a timely manner.
- Maintain accurate and timely records and files.
- Must have basic computer operations skills using Microsoft Word and Excel.
- Experience typing and editing documents with Microsoft Word and Excel.
- Ability to use copying and scanning equipment.
- Ability to communicate effectively orally, in writing, and electronically.
- Prepares and submits accurate time sheet records.
- Must adhere to high standards of confidentiality.
- Demonstrate punctuality and initiative to begin work on time upon daily arrival to job site.
- Ability to follow verbal and written instructions.
- Ability to establish an effective working relationship with fellow employees, supervisor and Chief and Associate Judges.

**OTHER:**

The Northern Cheyenne Court is a drug free, smoke free, violence free workplace. The Archiving Clerk will undergo a background investigation and must have no felony or misdemeanor convictions for sex offenses or domestic violence, or cannot be under the supervision of any Court of any jurisdiction for two years prior to applying, The Personnel Policies of the Northern Cheyenne Tribe authorizes drug testing of tribal employees, applicant must agree to and sign waiver for pre-employment drug testing.

**PHYSICAL DEMANDS:**

Long periods of sitting. Occasionally lifting up to 50 pounds.

**PREFERENCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Tribe.