

NORTHERN CHEYENNE TRIBE
POSITION DESCRIPTION

POSITION: Deputy Clerk-Receptionist

\$14.00 - \$14.50 p.h.

DEPARTMENT: Northern Cheyenne Tribal Court

ACCOUNTABLE TO: Clerk of Court

OPEN: 4.19.2017

CLOSES: 5.03.2017

How To Apply: Submit a completed application. **RESUME**, (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), valid Montana State Driver's License. copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128. Little Wolf Capitol Building. Lame Deer, Mt. 59043

SUMMARY OF WORK: The primary function of the Receptionist/Clerk is to greet the public, to provide procedure assistance to parties in filing documents to the court, collecting fines and fees and issuing of receipts, logging in phone calls, documents, mail and customers, backup clerk for the civil and criminal departments.

CLASSIFICATION: This is a regular-full time, covered, non-exempt position.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintenance of log books pertaining to customers, documents filed, mail logs and incoming phone calls to the Court.
2. Collecting fines and other monies and properties taken into the custody of the Court. Issuing of receipts.
3. Procedurally assisting parties in the filing of complaints, petitions, answers, motions and other pleadings and documents for Court proceedings, however, the Clerk shall not give advice on questions of law, nor appear or act on behalf of any other person in any court proceeding.
4. Witnessing execution of documents.
5. Maintenance of supplies of blank forms to be prescribed by the Courts for use by all persons having business before the Courts.
6. Providing copies of documents in court files to other people upon request and upon receipt of a charge therefore to be prescribed by the Clerk of Court to cover the cost of such service; provided, however, that there shall be no charge for such service to the Judges of the Court, and provided further, no copies of documents or material shall be provided from files which are to be kept confidential or unavailable for public inspection pursuant to any provisions of the Northern Cheyenne Tribal Code or other ordinances of the Tribe, or if prohibited by any court order.

7. Providing security for files, documents, and materials filed with or in the custody of the courts and insuring that they are not removed from the offices of the clerks and the court upon the specific instructions of the Chief Judge of the court.
8. Must maintain confidentiality of all information.
9. Must assume the duties of the Deputy Clerks as needed.
10. Work closely with the deputy clerks on case management and docketing.
11. Must clerk in a courtroom setting.
12. Must establish priorities in completing daily assignments in a timely and accurate manner.
13. Dependability in following through on all assignments.
14. Other duties as assigned.
15. Must be willing to travel at least once a year for Court Clerk Training.

KNOWLEDGE REQUIRED:

This position requires a working knowledge of the Northern Cheyenne Tribal Law & Order Code, Tribal Ordinances, Criminal Proceedings and law enforcement procedures. Working knowledge of computer software such as WordPerfect, Excel and Data Base Management is required.

- High School diploma.
- Minimum of one-year court related and secretarial experience.

SKILLS REQUIRED:

- Performs assigned duties in a timely manner.
- Maintains accurate and timely records and files.
- Must have skills in typing, editing, and word processing.
- Ability to communicate effectively orally and in writing.
- Must maintain confidentiality.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Adheres to standards of confidentiality.
- Is able to handle to stress.
- Deals effectively with people in adversarial situations.
- Observes work hours.
- Demonstrates punctuality.
- Ability to use a computer
- Use of good phone etiquette
- Ability to follow verbal and written instructions
- Ability to establish an effective working relationship with fellow employees, supervisor and the public.