

**NORTHERN CHEYENNE TRIBE
OFFICE OF THE PROSECUTION
JOB DESCRIPTION**

2017 #2

Open: 3/13/2017 – Close: 3/24/20017 Salary Range: \$ 13.50 - \$15.00 p.h. DOE

POSITION: Deputy Clerk of Court

DEPARTMENT: Northern Cheyenne Tribal Court

ACCOUNTABLE TO: Clerk of Court

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

SUMMARY OF WORK:

The primary function of the Deputy Clerk of Court is the preparation, maintenance of all case files within the following areas: Criminal, Civil, Domestic and Juvenile Matters.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintenance of records of all court proceedings, to include identification of the title and nature of the case, the names of the parties, the substance of the complaint, the names, and addresses of all witnesses, the date of hearings and trials, all court and jury rulings, findings, order and judgments and any other facts of circumstances designated by the judge of the courts or deemed of importance by the Clerk of Court
2. Maintaining all pleadings, documents, and other materials filed with the Courts.
3. Maintaining all evidentiary materials, transcripts, and records of testimony filed with the Courts.
4. Collecting and accounting for fines and other monies and properties taken into the custody of the Court.
5. Preparing and serving notices, summons, subpoenas, warrants for the Judges of the Northern Cheyenne Tribal Court as prescribed by the Northern Cheyenne Tribal Code and as may designate rulings, findings, opinions and orders.
6. Assisting parties with general court procedures in the filing of complaints, petitions, answers, motions and other pleadings. Documents for Court proceedings and reviewing the pleadings to ensure the requirements of the Northern Cheyenne Law and Order Code

are met. The Clerk is prohibited from providing advice on questions of law, and is prohibited from appearing or acting on behalf of any party in any court proceeding.

7. Administering oaths and witnessing execution of documents.
8. Maintenance of supplies and blank forms to be prescribed by the Courts for us by all persons having business before the Courts.
9. Providing copies of documents in court files to other people upon request and upon receipt of a charge therefore to be prescribe 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.
10. 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.
11. Will maintain confidentiality of all information.
12. Must assume the duties of the Clerk of Court as needed.
13. Work closely with the Chief Judge and Clerk of Court on case management, docketing, and calendar management.
14. Must clerk in a courtroom setting and ensure the courtroom is in a state of readiness prior to each use.
15. Must establish priorities in completing daily assignments in a timely and accurate manner.
16. May be assigned other duties pertinent to the operation of the Court.

KNOWLEDGE:

This position prefers a person with a working knowledge of the Northern Cheyenne Tribal Law & Order Code, Tribal Ordinances, Criminal Proceedings and law enforcement procedures, or display the ability to perform after training. Working knowledge of computer software such as Word, Excel and Data Base Management is required:

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

SKILLS :

- Performs assigned duties in a timely manner.
- Maintains accurate and timely records and files.
- Must have computer operations skills, with proficiency in Microsoft Word, and knowledge of Microsoft Excel.
- 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.
- Must adhere to high standards of confidentiality.
- Must be able to work efficiently and professionally.
- Occasionally work under stressful situations.

ABILITIES:

- Must be able to display calmness and professionalism with the public and coworkers in adversarial situations.
- Observes work hours.
- Demonstrates punctuality.
- Must have good phone communication skills.
- Ability to follow verbal and written instructions.
- Ability to establish an effective working relationship with fellow employees, supervisor and the public.

AREA OF ACCOUNTABILITY AND PERFORMANCE:

- The Northern Cheyenne Tribe is a drug free, smoke free, violence free workplace.
- Incumbent will undergo a background investigation.
- Must have no felony convictions ever, cannot be under the supervision of any Court of any jurisdiction for one year prior to applying
- Cannot have any misdemeanor convictions for a minimum of one year prior to applying.
- Must agree to and sign waiver for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe