

NORTHERN CHEYENNE TRIBE

POSITION DESCRIPTION

POSITION: Process Server

DEPARTMENT: Northern Cheyenne Tribal Court

ACCOUNTABLE to: Clerk of Court

SALARY: \$14.00 – 15.00 p.h.

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 Process Server/Bailiff is an employee of the Northern Cheyenne Tribal Court under the direct supervision of the Clerk of Court or his/her designee. The Process Server will be responsible for serving court documents to the community at large in the capacity as an officer of the court. This is a full time permanent position dependent on funding availability.

JOB CHARACTERISTICS:

Nature of Work: Using a personally owned vehicle, performs the duties of Process Server for all departments within the Northern Cheyenne Tribal Court system. Will work in accordance with the Policies and Procedures of the court system, and the law. Will serve court documents within the exterior boundaries of the reservation in a tactful and courteous manner. Will maintain accurate records of all contacts and all services provided. Conforms to the highest level of confidentiality in his/her daily work.

Personal Contacts: This position requires extensive contact with the community, law enforcement other public and private non-profit programs and organizations.

Supervisions Received: This position will report to the Clerk of Court for day to day supervision as it relates to carrying out the scope of work.

Essential Functions: Confidentiality is a strict requirement, as is the ability to communicate with a diverse population both verbally, writing and electronically. This position will require the individual to work with little supervision, be flexible in accordance with time, and will require conscientiousness and the ability to remain nonbiased and professional at all times. The work environment may be stressful and will require strong time management, organizational and record keeping skills.

Areas of Job Accountability and Performance: Responsible for serving all court documents in a timely fashion according to the law, and in a professional manner, will keep a record of all contacts and a certification of service log book and mileage sheet which are turned in on a weekly basis to the supervisor.

Job Performances Standards: Evaluation of the position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited, to the following:

- Performs assigned duties.
- Observed work hours.
- Demonstrates punctuality.
- Maintains accurate records.
- Prepares and submits accurate and timely reports.
- Adheres to strict standards of confidentiality.
- Demonstrates the ability to work under deadlines and stressful situations.
- Effectively deals with people in adversarial situations.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

JOB REQUIREMENTS:

Knowledge: The applicant must demonstrate knowledge of the communities of the reservation and the people, knowledge of record keeping, court procedures and the Northern Cheyenne Law & Order Code.

Skills: The applicant will have skills in organizational capabilities, communication, writing skills, and computer skills such as Microsoft Word and Excel.

Abilities: The applicant will be able to meet and communicate effectively and courteously with colleagues, the community members, clients and other professionals. Have the ability to comprehend and comply with verbal and written instructions, must be able to maintain and produce reports and logs. Must be able to work as part of a team in the court system. Must be able to handle potential outburst of violent individuals in any situation and have the ability to maintain confidentiality at all times.

Miscellaneous: Must be able to pass a detailed background investigation on character, reputation, trustworthiness and fitness in order to determine suitability for employment or retention. Must be able to pass a drug test upon hire, and randomly in accordance with the Drug Policy of the Northern Cheyenne Tribe.

The applicant is required to have reliable transportation.

Must be familiar with or familiarize self with the laws of confidentiality. To disseminate confidential information outside of the confidentiality guidelines will result in termination and possible prosecution. The successful applicant must meet performance standards set forth by the department and successfully pass a 90-day probationary period.

EDUCATION AND EXPERIENCE:

Preferred education and experience:

- Minimum experience dealing with the law and order of any Indian community.
High School Diploma

