

**NORTHERN CHEYENNE TRIBE**

**POSITION DESCRIPTION**

**2019**

**POSITION:** Deputy Clerk of Court

**DEPARTMENT:** Northern Cheyenne Court

**SALARY:** \$12-\$14.00 p/h

**ACCOUNTABLE TO:** Clerk of Court

**OPENING DATE:** 3/6/19

**CLOSING DATE:** 3/20/19

**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

**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:** 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.

**CLASSIFICATION:** This is a temporary full time non-exempt position.

**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 judgements 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 pleading, 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 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 and 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 of blank forms to be prescribed by the Courts for use by all persons having business before the Courts. For use 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 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 Judge 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 clerk and the court upon the specific instructions of the Chief Judge of the court.
11. Must 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 other duties assigned pertinent to the operation of the Court.

**KNOWLEDGE:**

Preference will be given to a person with a working knowledge of the Northern Cheyenne Tribal Law & Order Code, Tribal Ordinances, court proceedings, 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 filing and data entry experience preferred.

**SKILLS REQUIRED:**

- 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 under sometimes stressful situations.
- 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.

### **TRAINING**

The Deputy Clerk of Court must be willing and able to participate in ongoing training, both in-house and external, and must be willing and able to perform limited in-state and out of state travel in order to participate in job specific training.

### **OTHER**

The Northern Cheyenne Court is a drug free, smoke free, violence free workplace. The Deputy Clerk of Court will undergo a background investigation, and must have no felony or misdemeanor convictions for sex offenses or domestic violence, cannot be under the supervision of any Court or any jurisdiction for one year prior to applying. Misdemeanor conviction may be considered as a barrier to employment. The Personnel Policies of the Northern Cheyenne Tribe authorizes drug testing of tribal employees. Applicant must agree to sign waiver for pre-employment drug testing.

### **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 Cheyenne Tribe.