

**NORTHERN CHEYENNE TRIBE
POSITION DESCRIPTION
DEPUTY CLERK OF COURT**

POSITION: DEPUTY CLERK OF COURT

DEPARTMENT NORTHERN CHEYENNE COURT

ACCOUNTABLE TO: CLERK OF COURT

CLASSIFICATION: FULL-TIME, NON-EXEMPT

SALARY: DOE

Opening: 7/25/2024

Closing: 8/7/2024 @ 4:00pm

SUMMARY OF WORK:

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

MAJOR DUTIES AND RESPONSIBILITIES:

1. Must maintain confidentiality of all information.
2. 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.
3. Maintaining all pleadings, documents, and other materials filed with the Courts.
4. Maintaining all evidentiary materials, transcripts and records of testimony filed with the Court.
5. Collecting and accounting for fines and other monies and properties taken into the custody of the Court.
6. 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.

7. 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.
8. Administering oaths and witnessing execution of documents.
9. Must take accurate minutes of hearings, trials, and meetings.
10. Providing copies of documents in court files upon request and upon receipt of a charge therefore to be prescribed by the Clerk of Court to cover the cost of such service.
11. Providing security for files, documents, and material 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.
12. Must assume the duties of the Clerk of Court as assigned.
13. Work closely with the Chief Judge and Clerk of Court on case 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, AA/AS Degree preferred, or
- Minimum of one-year court related filing and data entry experience preferred, or
- Combination of education i.e. work experience.

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, in writing, and electronically.
- 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/Judges 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, or cannot be under the supervision of any Court of any jurisdiction for two years prior to applying, Misdemeanor convictions 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 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 Cheyenne Tribe.