

**NORTHERN CHEYENNE TRIBE**  
**POSITION DESCRIPTION**

**POSITION:** DATA ARCHIVING CLERK  
**DEPARTMENT:** NORTHERN CHEYENNE TRIBAL COURT  
**ACCOUNTABLE TO:** CLERK OF COURT  
**CLASSIFICATION:** FULL-TIME, NON-EXEMPT  
**SALARY:** \$12.50/HOUR

**Open:** May 4, 2023

**Close:** May 17, 2023 @4:00 pm

**SUMMARY OF WORK:** This is a Full-time position with the Northern Cheyenne Tribal Court. Primary responsibilities of the job are preparation, cataloging and filing of archived case files in filing cabinets and entering case files into a court management software program. The Archiving clerk position reports to the Clerk of Court for supervision and assignment of duties and responsibilities, additional functions of the archiving clerk are the preparation, and maintenance of all case files within the following areas: Criminal, Civil and Juvenile matters. The Archiving clerk may be assigned duties to aid Criminal, Civil and Juvenile matters/proceedings.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Must maintain confidentiality of all information.
2. Conduct inventory and categorize closed files, using spreadsheets on a personal computer.
3. Enter case file information into a court management database system.
4. Ensure confidentiality of information in case files and security for files, documents and materials filed in the courts.
5. Ensure documents, paperwork or any proprietary information is not removed from the clerk's office or area of responsibility, following specific instructions of the Clerk of Court and Chief Judge of Court.
6. Must establish priorities in completing daily assignments in a timely and accurate manner.
7. Work closely with the Clerk of Court on the archiving project, including preparing lists of files categorized by specific information and following a filing system.
8. Dependability in following through on instructions and completing assignments.
9. Physical ability to lift up to 50 pounds, only on an infrequent basis, assistance available.
10. Must assume duties as a court clerks as assigned in area of Criminal, Civil and Juvenile.
11. 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 proceedings.
12. Assisting within the Court when needed, maintaining case file records, 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 per court rulings, findings, opinions and orders.
13. May be assigned other duties pertinent to the operation of the court.

### **KNOWLEDGE:**

Preference will be given to persons with a working knowledge of the Northern Cheyenne Tribal Law & Order code, Tribal Ordinance, court proceedings, or legal knowledge in general. Working knowledge of computer software such as Word, Excel and database management software is required, although specific court management training will be provided if available.

- High School Diploma/G.E.D
- 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 basic computer operations skills using Microsoft Word and Excel.
- Experience typing an editing documents with Microsoft Word and Excel
- Ability to use copying and scanning equipment.
- Ability to communicate effectively orally, in writing, and electronically.
- Prepares and submits accurate time sheet records
- Must adhere to high standards of confidentiality.
- Demonstrates punctuality and initiative to begin work on time upon daily arrival to job site.
- Ability to follow verbal and written instructions.
- Ability to establish an effective working relationship with fellow employees, supervisor and Chief and Associate Judge.
- 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.
- Observers work hours
- Must have good phone communication skills
- Ability to follow verbal and written instructions
- Ability to establish an effective working relationship with fellow employees, supervisors/Judges and the public

### **TRAINING:**

The Data Archiving Clerk 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, alcohol free, violence free workplace. The Data Archiving Clerk 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, the personnel Policies of Northern Cheyenne Tribe authorize drug testing of tribal employees, applicant must agree to and sign a waiver for pre-employment drug testing.

**PHYSICAL DEMANDS:**

Work is typically performed in an office environment with long periods of sitting. The person in this position must be able to perform the essential functions of the position, with or without reasonable accommodation(s). Performance of the duties requires the ability to read, express ideas and communicate instructions or detailed conversations via spoken word. Occasional lifting and transferring of storage boxes weighing up to 50lbs. is required.

**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. (Attachment of Tribal Identification or Enrollment Certification must be provided)