

Little Traverse Bay Bands of Odawa Indians

Reposted Job Posting

Job Title:	Court Clerk I
Department:	Tribal Court
Reports To:	Senior Court Clerk
Status:	Non-Exempt
Salary Range:	\$13.54 -\$18.32 (\$28,163-\$38,106)
Level:	3
Opens:	May 03, 2019
Closes:	Until Filled

SUMMARY

Performs advanced secretarial and administrative work unique to the Court, requiring initiative and independent judgment. Incumbent works independently under general direction of the Senior Court Clerk. Keeps official records and case files. Handles routine situations by determining the approach or action to be taken and implementing guidelines, procedures, policies and practices as explained by supervisor. Incumbent may have contact with high-level administrative offices and other courts requiring use of business vocabulary, court terminology, tact, discretion and judgment.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Appellate procedures Chapter 7.204 adopted as Court Rules appoints the clerk of the Tribal Court as the clerk for the Tribal Appellate Court; therefore, incumbent will set up and maintain all APPELLATE COURT case files/filings.
- Provides customer service and court assistance to patrons and citizens coming to the Court front desk.
- Prepares arraignment and other court proceeding packets and scripts.
- Provides Court forms to individuals wanting to file cases in Tribal Court.
- Accepts and processes filings from the Prosecutor/Presenting Officer, other departments and Branches of government.
- Maintains statistics and reports.
- Clerk and record court proceedings.
- Handles the court assistant duties for the Senior Court Clerk. Maintains and processes Tribal Court case files/filings/register of actions and the database.

OTHER DUTIES AND RESPONSIBILITIES

- Assists the court staff under the direction of the Senior Court Clerk and Court Administrator.
- Maintains court database information.
- Performs clerical functions, type letters and memos, and edits wording without changing intended message.
- Operate office machines (computer, copier, fax, court room recorder, etc.), as required.
- Researches, summarizes and analyzes information; calculates statistics and compiles data to prepare special and recurring reports containing specialized or sensitive information following supervisor's general direction; select relevant information from a variety of sources.

- Ability to learn the call-of-the-court in the Odawa Language.
- Screens phone calls and visitors, directing them to appropriate staff and Judges when necessary; serves as liaison to employees, tribal citizens, visitors, outside agencies and the public concerning basic court information or complaints.
- Attends and records proceedings in Tribal Court.
- Operates a computer terminal in order to enter, access and update case information.
- Performs other duties as requested or assigned.

SPECIAL REQUIREMENTS

The employee must have above average computer knowledge, general clerical skills, including typing, filing, and operating a multi-line phone system. This includes a working knowledge and some skill with certain software applications, such as Microsoft Word, Excel, and PowerPoint. The employee must have the capability to maintain the highest level of confidential information, have a clear and understandable speaking voice and be able to handle multi-tasking. Some independent judgment is required in carrying out assignments and confidentiality of materials must be maintained. Excellent customer service skills and attendance, professional demeanor and appearance required. Must have an even temperament and solid interpersonal skills and must be committed to professional development.

CUSTOMER SERVICE

- Provide case information to court patrons, explains and interprets court policy and procedure, schedules appointments and meetings, and directs people to proper person, location or court.
- Answers, routes, and/ or handles telephone calls and assists the general public.

ETHICS FOR COURT STAFF

- Must maintain strict confidentiality of court proceedings, records and documents.
- Must remain above the political influences in the community.
- Must maintain impartiality of the court.
- Must treat everyone with dignity.

EDUCATION AND EXPERIENCE REQUIRED

- Possess four to six years of comprehensive office experience or a minimum of two years of college education in course work that includes administrative support.
- Having a working knowledge of legal terminology and procedure is preferred.
- Must be able to travel and work some night and weekend hours when necessary.
- Must be able willing and able to attend and receive Advanced Tribal Court Clerk certification.
- Must have a valid Michigan Driver's license, reliable transportation, and willingness to transport clients as needed.
- Must have excellent job attendance history, professional demeanor and appearance. Must have an even temperament and solid interpersonal skills and must be committed to professional development.
- Pass criminal history background check with no felony convictions in the last ten years and be eligible to handle LEIN documents and work with and supervise children.
- Excellent people skills and communication skills are required.
- A good job history and good job references are required.
- A high ethical sensibility, a history of professional honesty and trustworthiness is required.
- Must be willing and able to perform drug screenings of probationary and other clients

- Must be able to pass initial and random drug and alcohol screens.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess valid driver's license and be insurable.

Comments

Indian Preference will apply.