

Sauk-Suiattle Indian Tribe

Job Description: Tribal Court Clerk

Job Title: Tribal Court Clerk
Department: Tribal Court
Reports To: Chief Executive Officer/ Tribal Council Chairman
Approved by: Norma Joseph
Approved date: 6-10-14
Open: 7/15/2016
Closes: First Review 7/29/2016

Job Summary:

Provides a variety of routine and complex clerical and top-level administrative support work as the Tribal Court Clerk.

It is expected of all Sauk-Suiattle Tribal employees to demonstrate and show respect to all, Supervisor's, Managers and fellow employees at all times.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintain court files.
- Serve as on-site assistant to the Chief Judge on Court days.
- Serve court documents on parties in efficient and timely manner.
- Maintain court docket.
- Operate sound recording equipment.
- Assist the public in filing documents.
- Provide documentation and information to individuals involved in tribal court cases on an as needed basis.
- Coordinate and schedule public review of court files.
- Transcription of court proceedings, when assigned.
- Maintain sufficient training to be competent at duties and responsibilities.
- Maintain highest level of professional and ethical standards.
- Exercise good judgment in the performance of these duties.
- Administer the retention of all tribal court documents to include storage and retention.
- Maintain confidentiality at all times.
- Other duties as assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

High School Diploma or GED required. Minimum of two years advanced clerical experience required. Court Clerk Certification within 18 months of date of hire.

Necessary Knowledge, Skills, and Abilities

Must be able to read, understand, and follow the Court Clerk Manual. Must be able to understand and take direction of the Chief Judge. Must be organized and be punctual. Must be able to recognize court documents and file correctly. Must have a keen understanding of the concept. Must adhere to confidentiality at all times.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet and Word Processing software.

Certificates, Licenses, Registrations

Current Washington State driver's license required. First Aid/CPR training required.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERANS
PREFERENCE APPLIES