



SHINGLE SPRINGS BAND
OF MIWOK INDIANS

Shingle Springs Rancheria
(Verona Tract), California
5168 Honpie Road
Placerville, CA 95667
Phone: 530-676-8010
shinglespringsrancheria.com

Clerk of the Tribal Court

DUTY STATION: Tribal Court

REPORTS TO: Chief Judge

FLSA CLASSIFICATION: Non-Exempt

SALARY: DOE

POSITION SUMMARY:

The Tribal Court is a dynamic, exciting place to work for those interested in justice systems and administration. The function of a court clerk is to assist in the administration of the court to ensure it runs smoothly. Under the administrative direction of the Chief Judge, plans, directs and reviews the activities and operations of the Tribal Court including non-judicial functions of the court system, development and implementation of policy and procedures, financial reporting, case flow management, responding to public inquiries and record maintenance. Performs other duties as requested. This position provides opportunities for career enhancement and growth.

Distinguishing Characteristics:

This position is considered to be an at-will appointment.

SPECIFIC RESPONSIBILITIES:

Nothing in this specification restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

1. Attend sessions of the Tribal Court;
2. Issue writs and processes of the Tribal Court;
3. Enter, under the direction of the Tribal Court, all orders, judgments and decrees required to be entered, the title of each proceeding or action, the date of filing such proceeding or action with the Tribal Court, and a memorandum of all subsequent proceedings, with the date and the fees charged;
4. Keep a schedule of fees charged in proceedings and actions;
5. Collect fines, fees and other monies imposed or charged by the Tribal Court, deposit such monies into the proper account of the Tribal Court, and account for the receipt and deposit of such monies;
6. Provide forms, rules and provide referrals to self-help. Answering specific questions about process, form complaints, petitions, answers, motions and other pleadings and documents for proceedings before the Tribal Court, subject to the prohibitions of this Chapter, including prohibitions on giving advice on question of law;

7. Maintains Chief Judge's calendar and prepares daily schedule. Schedules and confirms hearing, trials, etc. and receives and schedules visitors. Arranges meeting as required;
8. Acts as a liaison officer between the Tribal Court and other departments, agencies, and jurisdictions;
9. Assist and gives the general public information pertaining to court matters, filing of documents and procedures;
10. Keep and maintain such other books of record required by law or rule of the Tribal Court;
11. Demonstrate understanding of difference between Legal advice and legal information;
12. Performs other duties as assigned.

SAFETY:

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

MINIMUM QUALIFICATIONS:

1. Possession of a high school diploma or equivalent.
2. Must have excellent computer skills including word processing and ability to learn the Microsoft office programs and adobe acrobat.
3. Ability to interact with the public and provide assistance to those seeking to file documents with the Tribal Court.
4. Establish and maintain effective working relationships with all levels of staff, as well as, representatives from other tribal departments, outside agencies and the public.
5. Will not use illegal drugs, abuse prescription drugs, or be under the influence of alcohol during working hours. Will agree to blood and/or urine testing for drugs and/or alcohol.

The following are desired qualifications:

1. Legal secretary training or paralegal certificate.
2. Associate's degree.

DRIVER'S LICENSE & INSURANCE REQUIREMENT:

Must maintain a valid CA driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

DRUG TESTING and BACKGROUND CHECK:

After receiving a conditional job offer, candidates for this position are required to have a pre-employment drug test, be finger printed and pass an extensive, detailed background check.

TRAVEL REQUIREMENTS:

Local travel is occasionally required. Travel outside of the state is infrequently required.

CONFIDENTIALITY:

Confidentiality is an absolute must for this position and is cause for immediate termination if not followed to the highest standard.

Indian Preference: Preference in hiring is given to: (1) Qualified Shingle Springs Rancheria members; and (2) Qualified American Indians in accordance with Title 15, U.S. Code, Section 472 and 473. Verification of Indian Preference eligibility must be submitted with application.

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____ Date: _____

Employee Name (Print): _____