

FORT BELKNAP INDIAN COMMUNITY

**Fort Belknap Agency
656 Agency Main St.
Harlem, Mt. 59526**

TITLE: Civil Clerk of Court

STATUS: Permanent/Full-Time

DEPARTMENT: Justice

SALARY: Negotiable

PROGRAM: Tribal Court

LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: Incumbent works under the direct supervision of the Court Administrator.

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES:

1. Render assistance to the general public in filing civil complaints, subpoenas, and other documents necessary to the function of the court and issue general advise regarding court procedure.
2. Schedule and maintain monthly calendar for civil court after consulting court administrator.
3. Maintain civil docket containing names of plaintiff(s) and defendant(s), type of civil action, summons, service date, court hearing, judgment, appeal and all other relevant information.
4. Monitors all judgments issued and maintain a system for compliance of reimbursement payments; reports non-compliance and files complaints.
5. Shall be responsible for the completion of all documents that need to be filed with the State of Montana; i.e., adoption, name change, dissolution, and filing these documents with the State Department and the B.I. A. Office.
6. Maintain a system for receiving, docketing and scheduling of all civil appeals. Shall be responsible for assuring appeals are processed in a timely manner. Shall be the appellate clerk for all civil appeals; i.e., notice of appeal, obtaining appeal judges, taping hearing, typing orders, etc.
7. Maintain a filing system for civil court, drafting of forms for civil court; safekeeping of all civil court files.
8. Compose routine correspondence; type all orders and correspondence for judge(s).
9. Take and transcribe dictation and minutes of hearings, meetings and conferences.
10. Assist other clerks and staff as necessary; shall be cross-trained for criminal court and children's court in the event that the person responsible is not available; performs other duties that can be reasonably expected to promote the efficiency and effectiveness of the Fort Belknap Tribal Court System, as my be assigned.
11. Shall issue all oaths to witnesses in both civil and appellate court.

KNOWLEDGE, SKILL AND ABILITIES: Must have general office skills to include typing and filing. Must have computer skills. Must possess the ability to meet and deal effectively with the general public and representatives from other agencies. Must possess the ability to work well others and possess a willingness to assist others. Must possess the ability to communicate effectively, both orally and in writing, and demonstrate competence in the skills essential to the preparation of court records. Must have the ability to maintain confidentiality of the office and matters within the court.

EDUCATION: Must possess a high school diploma or its equivalency.

EXPERIENCE: One year of general office experience or one year certificate in secretarial related field.

SPECIAL CONDITIONS:

1. Will be subject to and must comply with the Fort Belknap Community Council Substance abuse prevention, Drug and Alcohol testing policy prior to and during employment.
2. Must be at least eighteen years of age and of good moral character.
3. Will be subject to background investigation to include work and criminal history.
4. Must never have been convicted of a Felony; or a misdemeanor within one (1) year of applying for position.
5. Must possess a valid State of Montana Driver's License and be eligible for coverage under the Tribal Insurance Master Plan.
6. Will be subject to work environment with a high area of flow in court documents, incumbent must have the ability to effectively prioritize and manage multiple tasks with little or no supervision at times. Must be dependable in following through on work assignments and be dependable and reliable in attendance and productivity.
7. Must deal with public and staff in a positive and objective manner and maintain the utmost confidentiality with court documents. Employee found to be in breach of confidentiality will be subject to grounds for disciplinary action.

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.