

FORT BELKNAP INDIAN COMMUNITY

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

TITLE: Family 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 Petition, subpoenas, and other documents necessary to the function of the court. Serves as the initial contact for Family/Children(s) Court, receives and screens all visitors, and directs them to appropriate staff members as needed.
2. Schedule and maintain monthly calendar for Family Court. Notifies the Court Administrator on scheduling cases for Pro-Temp Judges.
3. Maintain Family Court docket containing names of petitioner(s) and respondent(s), type of family action, summons, service date, court hearing, judgment, and all other relevant information.
4. Provides monthly statistics and information reports to the Court Administrator for submission with quarterly and annual reports. Will be responsible and assist in completion of reports within the Family Court.
5. Shall be responsible for the completion of all documents that need to be filed with the State of Montana, BIA, and other entities as required by the Tribal Code.
6. Maintain a system for receiving, docketing and scheduling all hearings and appeals. Shall be responsible for assuring appeals are processed in a timely manner, notice of appeal, recording court hearing, typing & filing orders, etc., after consulting Court Administrator.
7. Maintain a filing system for Family Court, drafting of forms for Family Court; and provides the safekeeping of all Family/Children court files. Must maintain a listing of juveniles owing fines, court costs and restitution.
8. Compose routine correspondence, type all orders of the court and correspondence for Judge(s) and court administrator.
9. Attends and records all proceedings in Tribal Court, will be responsible to transcribe dictation and minutes of court hearing, meetings and conferences.
10. Assist other clerks and staff as necessary, shall be cross trained for criminal court and civil court in the event 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.

11. Shall issue all oaths to witnesses appearing before the Court.
12. Shall provide and maintain strict confidentiality of court proceedings, records and documents.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Must be proficient in MS office applications and database software, and have general office skills. Must possess the ability to meet and deal effectively with the general public and representatives from other agencies. Must be able to maintain confidentiality of court hearings and office matters within the Court. 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.

EDUCATION: Must possess a high school diploma or its equivalency. At least one year of college, plus 1 year of experience in the legal environment is preferred.

SPECIAL CONDITION OF EMPLOYMENT: Must have no convictions of a felony within the last 5 years, and no misdemeanor within the last year preceding being hired. Must possess a valid Montana issued Driver's License.

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/Alcohol testing policy, prior to and during employment.
2. Will be subject to background investigation to include work history and criminal history.
3. Will be subject to a 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.
4. 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.