

**FORT BELKNAP INDIAN COMMUNITY(FBIC)
Fort Belknap Agency**

TITLE: Family Court Clerk/Lay Advocate

STATUS: Permanent

PROGRAM: Child Support Program

**WAGE: Family Court Clerk
\$19.00
Lay Advocate \$28.00**

DEPARTMENT: Child Support

LOCATION: Child Support

POSITION SUMMARY: Incumbent will perform duties as a Family Court Clerk to perform court related activities and duties as a court clerk with the FBIC Court, handling issues related to Child Support.

SUPERVISION RECEIVED: Incumbent will work under daily supervision of the Child Support Program Director while performing duties.

SUPERVISION EXERCISED: None

DUTIES:

1. Provides and maintains strict confidentiality of court proceedings, records and documents.
2. Serves as the initial contact with the general public for the Child Support court issues.
3. Renders assistance to the general public in filing Child Support petition, subpoenas, and other documents necessary to the function of the Child Support issues before the FBIC court.
4. Schedules and maintains monthly court calendar for Child Support hearings.
5. Preparation of notices to appear, and Court orders as issued and issuing out in a timely manner to appropriate individual.
6. Maintain a Child Support 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.
7. Provides monthly statistics and information for submission with FBIC Court quarterly and annual reports.
8. Shall be responsible for the completion and dissemination of all documents that need to be filed with the State agencies, Bureau of Indian Affairs and other entities as required by the FBIC Law and Order Code.
9. 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. in accordance with the FBIC Law and Order Code in consultation with the FBIC Court Administrator.
10. Provides the safekeeping and confidentiality of all Child Support court files.
11. Records all proceedings in Child Support Court hearings.
12. Issues all oaths to witnesses appearing before the Court.

13. Perform other duties as assigned to promote the success of the on.

Position Summary:

Serves as the Lay Advocate for the Fort Belknap Child Support Program (FBCSP) in accordance with the Fort Belknap Community Law and Order Code. As the CSP Lay Advocate, he or she advocates on behalf and represents the FBCSP in child support cases before the Fort Belknap Indian Community Court and other foreign courts. Assumes responsibility for completion of legal work assigned. The term of the FBCSP shall be contingent upon available funding.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:

1. Litigate action to recover child support before the Fort Belknap Indian Community Court and foreign courts.
2. Develop expertise in the federal, state and tribal laws and regulation governing child support enforcement.
3. Negotiate agreements with other jurisdictions for coordination of efforts and to maximize the efficiency of the Child Support Program.
4. Draft standardized forms and other legal documents for use of the Child support Program staff and Fort Belknap Tribal Court in Child Support matters consistent with the Fort Belknap Law and Order Code.
5. Review, analyze and monitor the Fort Belknap Tribe's laws, policies and procedures, related to the child support establishment and paternity matters consistent with the Fort Belknap law and Order Code and other standards.
6. Prepare regular reports pertaining to types of actions.
7. Abide by the disciplinary rules and other requirements of the bar associations of which the Lay Advocate is a member, as well as any disciplinary rules adopted by the Tribe to govern Lay Advocate practice on the reservation.
8. Maintain a high level of professionalism and ethics at all times.
9. Comply with the Fort Belknap Tribe's laws at all times.
10. Travel as required.
11. Work on multiple tasks and projects while meeting deadlines
12. Work effectively with a wide variety of non-legal staff and policy makers.
13. Handle demanding clientele in a professional manner.
14. Other duties as assigned by the Program Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the Fort Belknap Indian Community Laws and regulations.
- General knowledge of federal and state laws as they pertain to child support enforcement.
- General knowledge of legal process and terminology.
- Proficient skills in MS office applications and database software and have general clerical skills, especially typing.
- Skills in dealing effectively and efficiently with clients, the general public and other agencies.
- Skill in oral and written communication

- Analytical problem solving and decision making skills
- Proficiency in spelling, grammar, punctuation and language skills
- Ability to work well with others and possess a willingness to assist others.
- Ability to receive directions well and manage several tasks concurrently
- Ability to maintain confidentiality of the clients, office and matters with the FBIC court
- Ability to act in a professional manner, including maintaining required work hours and timeliness
- 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.

EDUCATION: Prefer an Associate Degree in Business with Computer Applications emphasis.

EXPERIENCE: Or,

- ___ At least one (1) year data entry experience or three (3) years office experience with computer applications.
- ___ Must be able to demonstrate excellent computer skills, highly proficient in Computer programs, specifically Microsoft Access Database.

SPECIAL CONDITIONS:

1. The focus of the position will consist primarily of court clerk duties and Lay Advocate duties.
2. Will be subject to and must comply with the Fort Belknap Community Substance abuse prevention, Drug and Alcohol testing policy prior to and during employment.
3. Must be twenty-one (21) years of age at the time of hire.
4. Will be subject to a background investigation to include work and criminal history.
5. Must have never been convicted of a felony; or convicted of a misdemeanor within one (1) year of applying for position from any jurisdiction.
6. Must possess a valid State of Montana Driver's License and be eligible for coverage under the FBIC Tribal Insurance Master Plan.
7. Will be subject to work environment with a high area of flow in court documents,
8. 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.
9. Must be able to sit at computer and input data for long periods of time.
10. Must be willing to sign confidentiality and non-disclosure statements.

IMMIGRATION REFORM AND CONTROL ACT:

Required that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.