

## Fort Belknap Indian Community

|                               |                    |                    |                     |
|-------------------------------|--------------------|--------------------|---------------------|
| <b>Position:</b>              | Receptionist/Clerk | <b>Status:</b>     | FT/Non-Exempt       |
| <b>Department:</b>            | Tribal Court       | <b>Supervisor:</b> | Court Administrator |
| <b>Supervision Exercised:</b> | None               | <b>Wage:</b>       | DOE                 |

**Supervision Received:** Incumbent will work under the direct supervision of the Court Administrator.

### **Position Description:**

This position will provide basic support services for the Clerk of Courts Office, other employees and office visitors by handling a variety of tasks in order to ensure that all interactions are positive and productive. Duties include answering phones, serves as initial contact for the Tribal Court, in-taking petitions and filings, rendering general assistance to the public, and scheduling assistance.

### **Essential Duties and Responsibilities:**

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

- Serve as the initial contact for the Court, receives and screens all visitors, and directs them to appropriate staff members as needed.
- Renders assistance to the general public in filing petitions, subpoenas, and other documents necessary to the function of the court.
- Screening phone calls and routing callers to the appropriate party.
- Handling office tasks, such as filing, generating reports, checking mail, handling office checks, setting up for meetings, and reordering supplies.
- Provides monthly statistics and information reports to the Court Administrator for submission with annual reports. Assists with the completion of reports.
- Maintains time sheets and leave.
- Real time scheduling support and maintaining meeting schedule.
- Making travel arrangements.
- Using computers to generate reports, drafting memorandums, transcribe minutes from meetings.
- Maintain polite and professional communication via phone, email, mail, and in person.
- Attending staff development and trainings.
- Assist other clerks and staff as necessary, shall be cross-trained in Civil, Family, and Criminal Court in the event a person is not available; perform other duties that can be reasonably expected to promote the efficiency and effectiveness of the Fort Belknap Tribal Court System.
- Shall Provide and maintain strict confidentiality of court proceedings, records, and documents.

- Other job duties as assigned by Court Administrator.

### **Knowledge, Skills, Certifications and Abilities:**

- Must be proficient in MS Office applications and database software.
- Must have general office skills to include typing and filing.
- Ability to operate personal computer, including word processing, database applications, operation of the internet, and basic internet research skills.
- Ability to prioritize required duties and attention to details
- Must possess the ability to work well with 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.
- Ability to remain calm and respond professionally during high-pressured situations.
- Must maintain confidentiality in the office and with matters within the court.
- Must deal with public and staff in a positive and objective manner and maintain the utmost confidentiality with court documents. Employees found to be in breach of confidentiality will be subject to grounds for disciplinary action.
- Must be of good moral character.

### **Minimum Education Requirements**

- High School Diploma or equivalent.
- One year of experience in the legal environment preferred.
- One year of general office experience or one year certificate in secretarial related field.

### **Employment Requirements**

- Must be able to pass an adjudicated background investigation prior to hire.
- Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug, and Alcohol testing policy.
- Must be twenty-one (21) years of age at time of hire.
- Must never have been charged with a felony; or misdemeanor within three (3) years of applying position in any jurisdiction.
- Must possess a valid MT driver's license, have no DUIs or major traffic offenses within the past three (3) years in any jurisdiction and be insurable by the FBIC Insurance Master Plan.

### **Note:**

The salary for this position depends on experience but is not negotiable beyond the maximum salary budgeted.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities,

duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract.

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

*Indian Preference Employer as Required by Law*

Revised: 9/30/2025

Approved: