

Job Title:	TRIBAL COURT CLERK I
Location:	Gun Lake Tribal Court
Field of Work:	Tribal Court Administration
Reports to:	Tribal Court Administrator
Status:	Hourly (HR) / Non-Exempt / Full-Time
Wage:	\$14.42–\$21.63 hour - GRANT FUNDED
OPEN:	July 24, 2017
CLOSE:	August 7, 2017



JOB SUMMARY

The Tribal Court Clerk I will assist with the daily clerical needs of the Tribal Court. This individual will be expected to handle highly confidential information in a professional and courteous manner. The Tribal Court Clerk I position will also be expected to develop thorough knowledge of the Tribal Justice system.

Grant Funded Coordinated Tribal Assistance Solicitation Grant – Bureau of Justice Assistant. Three (3) year temporary grant project. Projected End Date: 9/30/2018. Funding may be available at the end of the grant to sustain this position.

ESSENTIAL QUALIFICATIONS

- High School Diploma or G.E.D. certificate and two (2) years of court, legal, clerical, or social work experience; or
- Associate's Degree from an accredited college or university in criminal justice, corrections, law enforcement, legal or related field and one (1) year experience in court, legal, clerical, or social work.

OTHER SKILLS AND ABILITIES

- Experience in local, county, state, federal, or tribal government justice systems
- Possess the ability to learn an automated case management system
- Possess a service-oriented work ethic
- Possess excellent interpersonal, self-starter, organizational and time management skills
- Possess the ability to work independently or within a team
- Possess effective oral and written communication skills
- Possess a high level of accuracy, attention to detail and strong work ethic
- Possess the ability to manage multiple priorities and adjust to changing priorities in a professional manner
- Possess excellent computer skills including proficiency in the use of Microsoft Office programs including Word, Excel, PowerPoint, Publisher, and Outlook
- Possess the ability to operate standard office equipment
- Possess the ability to monitor and assure appropriate follow-ups are made in all court actions to ensure all deadlines are met
- Possess the ability to courteously and effectively present information and respond to questions from attorneys, foreign courts and the general public
- Must maintain strict confidentiality of court proceedings, records and documents
- Must remain above the political influences in the community
- Must maintain impartiality of the court

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Primarily responsible answering the telephone, greeting guests, and providing information to attorneys, litigants and the public without giving legal advice
- Assist with the preparation of court correspondence
- Assist with processing foreign court actions, including child support orders, garnishments, tax levies, student loan delinquencies and wage assignments with error-free accuracy
- Assist with the development and maintenance of open and closed case files
- Assist with the maintenance of the list of attorneys admitted to practice in the Tribal Court

- Document all case activity and other pertinent case information
- Ensure case files are prepared, complete, up-to-date, and available for scheduled hearings
- Assist with the development of court forms, templates and processes
- Provide information when appropriate to attorneys, law enforcement officers, plaintiffs, defendants, court patrons, and agencies regarding court policies and procedures, case status, court forms and the scheduling of court hearings
- Assist with preparing the courtroom for the proper conduct of hearings and meetings
- Assist with preparing the conference rooms for meetings and trainings
- Assist with receiving and recording fines, fees, court costs, restitution, reimbursement and all other monies and/or properties utilizing court and accounting procedures
- Attend Tribal Justice training events when requested
- Assist with the purchasing and maintenance of office supplies
- Assist with delivering office correspondence to the multiple tribal government buildings
- Perform other clerical duties as assigned by the Court Administrator or Tribal Judge

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Conditions of Employment

- Must possess a valid driver's license, reliable transportation and be insurable
- Must be able to demonstrate their US work authorization during the employment verification process
- Required to pass a criminal background investigation and drug/alcohol test

Indian Preference

The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.

Employer Benefits and Compensation

The Gun Lake Tribe offers a competitive base salary and benefits package that includes:

- Medical, dental, vision, short and long term disability, and life insurance
- 401K/Roth retirement plan with employer matching contributions
- Defined Benefit Plan
- Voluntary Benefits: AFLAC and AFLAC Flexible Spending Account, ING/Reliastar Supplemental Life Insurance, and Call-A-Doc-Plus Program
- Vacation and Sick Leave
- Paid Holidays
- Employee Assistance Program
- Business casual office environment

Please submit a cover letter, resume, and application, to be considered for this position. Applicant information may be submitted via mail, fax, in person, or by e-mail. Letters may be sent through U.S. Postal Service, must be postmarked no later than the closing date of the posting period. Please submit your applicant information for the position to one of the following:

Applicant information can be brought in person or mailed to:	Gun Lake Tribe Attn: Human Resources 2872 Mission Dr. Shelbyville, MI 49344
E-Mail: jobs@glt-nsn.gov	
Fax: (269) 397-1786	