

W/ changes

**BEAR RIVER BAND of ROHNERVILLE RANCHERIA**

BRB Tribal Court 20 BEAR RIVER DR. LOLETA, CA 95551 707.733.1900, fax 733.1972

JAN 17 2017

Motion # 20  
Approved *BB*



**Job Description**

<b>JOB TITLE:</b>	Court Clerk	<b>GAMING LICENSE:</b>	N/A
<b>DEPARTMENT:</b>	Tribal Court	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Tribal Court Judge <i>Ex. Director</i>	<b>APPROVED ON:</b>	
<b>SALARY RANGE</b>	2-4/2-3		

***Native American preference will be given in accordance with 25 CFR Ch. 1 part 5***

**POSITION SUMMARY:** Under the direct supervision of the Tribal Court Judge the incumbent performs a wide variety of Court support work requiring substantial knowledge and understanding of court process and functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. ~~Other duties may be assigned.~~

1. Process petitions, complaints and supplemental pleadings on cases filed with the court. Type subpoenas, summons, warrants, commitments, court decrees, judgments and program reports.
2. Take notes while attending court hearings and prepares a written record of all proceedings as minutes on docket forms.
3. Resolves and responds to difficult customer service questions and problems.
4. Provides information to attorneys, litigants and the public, in accordance with the Rules of Court.
5. Maintains the filing system assuring all records are secure and retrievable. Maintains an index of all cases filed with the court by name and by case number.
6. Courtroom duties such as administering oaths, preparation of documents, and updating case file action sheets, and ensuring custody of exhibits.
7. Provides a central source of information on court activities. Searches and compiles information and data as requested. Prepares and types monthly court reports reflecting statistics on cases and judgments' rendered.
8. Receive, screens and makes distribution of incoming mail and phone calls to Judge for instructions on the type of action to be taken.
10. Interacts with staff from other Tribal Departments and Tribal Court Programs.
11. Sets up and maintains account receivable file for filing fees, as well as defendants ordered to pay fines that indicate payment fee schedule.
12. Prepares cases on appeal with complete Clerk's Transcript for Appeal purposes.
13. Maintain confidential legal documents or information.
14. Must be available for travel to other areas of the reservation and service area.
15. Prepare, photocopy, verify and certifies the validity of court documents when requested.
16. Delivers Restraining Orders to other agencies or departments as necessary.
17. Schedules cases on the court calendar in accordance with the identified process and time frames. Maintains annual court calendar.
18. Responsible for evidence received by the court and properly marks as evidence when presented. Prepares release of evidence after court disposition of case.
19. Disperses public information and court rules. Answers the telephone, conveys messages, and runs errands.
20. Maintains juror file list, process payment of juror fees and updates addresses as needed.
21. Request transcripts as necessary from the Court Reporter.
22. Types correspondence and submits to Judge, Supervisor(s) for review and signature.
23. Other duties as necessary to meet the program and/or Tribal organizational needs.

**AUTHORITY/SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION/EXPERIENCE:** One (1) year above High School and six months of specialized experience or High School diploma or GED certificate and four (4) years of clerical experience, preferably court or legal experience.

1. Must type at least 40 WPM. Incumbent will be required to type accurately at a rate sufficient to produce final documents and enter information into the computer system.
2. Experience in financial record keeping.
3. Experience with Microsoft Office (Excel, Access, Outlook, Word, Publisher).
4. Ability to read and interpret legal documents and procedure manuals.
5. Ability to write routine reports and correspondence.
6. Ability to speak effectively before groups.
7. Ability to maintain confidentiality of cases, customers and proceedings.
8. Must be bondable or meet other requirements by insurance carrier.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Shall possess a valid driver's license and be insurable by agencies insurance.
- ~~Must be able to be covered by agency's vehicle insurance.~~

**COMPUTER OPERATIONS**

- Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

**LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to operate standard office equipment (copier, fax, etc.).
- Must be able to work with Native American people and be sensitive to their culture.
- Comply with all safety policies, practices and procedures. ~~Report all unsafe activities to supervisor and/or Human Resources.~~
- ~~Participate in proactive team efforts of Bear River Band of Rohnerville Rancheria.~~
- ~~Provide leadership to others through example and sharing of knowledge/skill.~~ *Model Employee*

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**N** (Not Applicable) Activity is not applicable to this occupation.

**O** (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F** (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C** (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Abilities		Lift /Carry		Push / Pull	
Stand	O	10 lbs or less	F	12 lbs or less	F
Walk	O	11-20 lbs	F	13-25 lbs	F
Sit	C	21-50 lbs	O	26-40 lbs	O
Handling/Fingering	C	51-100 lbs	N	41-100 lbs	O
Reach Outward	C	Over 100 lbs	N		
Reach Above Shoulder	O				
Climb	N				
Crawl	N				
Squat or Kneel	O				
Bend	O				

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

#### **ACKNOWLEDGMENT:**

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Bear River Band of Rohnerville Rancheria has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Bear River Band of Rohnerville Rancheria as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date