

SITKA TRIBE OF ALASKA
Job Description

JOB TITLE: Tribal Court Clerk

Benefits:	Yes	Salary:	\$23.08 – \$27.90/hr DOE
Shift:	8-4:30 pm M-F	Department:	Legal
Supervisor:	Tribal Attorney	Prepared by:	Tribal Attorney
Approved by:	General Manager	Date:	October 15, 2018
Status:	Non-exempt		

I. SUMMARY

The Tribal Court Clerk is the initial point of contact for the tribal court, providing respectful and responsive support to the Tribal Court and working closely with the Tribal Court Judges, Tribal Attorney and Social Services Department.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Tribal Court Clerk

- Receive all filings in the Tribal Court.
- Schedule hearings and ensure parties receive full notice of hearings.
- Work closely and respectfully with the Tribal Court Judges, Tribal Attorney, and Social Services staff. Serve as Clerk to the Judge for all Tribal Court hearings and manage the Tribal Court calendar.
- Draft orders and provide clerical support for the Judge as requested.
- Maintain all court forms and develop new forms as needed. Document court policies and ensure that activities follow tribal law, court rules, and the requirements of due process.
- Maintain all tribal court files ensuring all documents are filed appropriately and in a secure and organized manner.
- Provide access to tribal court forms and tribal laws to tribal citizens.
- Establish and maintain a contact list of Elders who can advise the Tribal Court.
- Maintain contact with Elders and assist them to attend committee meetings, court hearings, or other events as necessary to advise the Tribal Court
- Staff the For Our Grandchildren Committee and Judiciary Committee, including coordinating meetings, taking notes and minutes, and compiling recommendations of the committee.
- Maintain a high level of customer service.

B. Meetings, Reports and Other

- Maintain strict confidentiality of any and all court records or client information.
- Respond to questions/comments in a courteous and timely manner.
- Keep Tribal Court Judges informed about case status, hearings, calendar, and upcoming issues.
- Keep supervisor informed about projects and duties via staff meetings and/or individual meetings or communications.
- Prepare monthly written reports detailing activities during the reporting period. Prepare

- Annual Report and other reports as requested by supervisor.
- Maintain close and respectful communication with Judges, Legal Department staff, and Social Services staff and participate in regular staff meetings.
 - Participate in meetings with Social Services Department as requested.
 - Attend STA all staff meetings. Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Children's Christmas Party, and Annual Native American Heritage Month Parade.
 - Provide clerical support to the Legal Department as needed.
 - Other duties as assigned by supervisor.

III. MINIMUM QUALIFICATIONS

A. Education

- Bachelor's degree. Relevant academic background or work experience sufficient to perform duties may substitute for degree requirement on a year to year basis.
- Experience in legal or native advocacy field preferred.
- Experience or education in justice systems.

B. Skills and Abilities

- Advanced computer skills including Microsoft Office Suite and Internet.
- Ability to write clearly, effectively, and professionally.
- Ability to communicate effectively with tribal citizens, judges, and coworkers.
- Desire and ability to support and advocate for individual restricted property owner rights.
- Ability to work independently with minimal guidance, take initiative, work as a team player, and manage multiple tasks.
- Ability to balance competing priorities to achieve goals and work under pressure.
- Ability to interpret tribal laws and policies.

C. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, or offenses committed against children;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

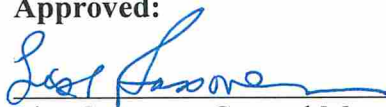
D. Drug and Alcohol Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

IV. TRIBAL PREFERENCE

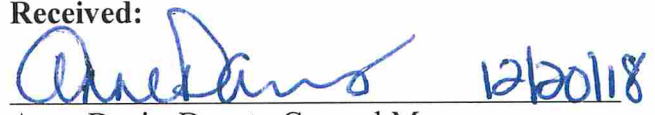
Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Approved:



Lisa Gassman, General Manager

Received:



Anne Davis, Deputy General Manager