



COMPENSATION AND CLASSIFICATION

COURT CLERK II SEMINOLE TRIBAL COURT

NATURE OF WORK

The incumbent in this position is responsible for assisting the Clerk of Court in the administration and day-to-day operations of the Tribal Court and Tribal Appellate Court of the Seminole Tribe of Florida, including the oversight of satellite court offices. The individual assists in maintaining the files of all cases filed with the Seminole Tribal Court and the preparation and maintenance of dockets for court sessions. In addition, the incumbent is responsible for the orientation and training of Court Clerk Is in the application of court policies, civil rules, appellate rules and court procedures. Employees in this class perform duties with some autonomy and minimal supervision; makes independent judgments within established policies and procedures. This position reports to the Clerk of Court and is a non-exempt position.

ILLUSTRATIVE TASKS

The listed duties are only illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.

- Assists the Clerk of Court in the administration and day-to-day operations of the Tribal Court and Tribal Appellate Court of the Seminole Tribe of Florida, including the oversight of satellite court offices.
- Assists in the maintenance of files and court dockets. Prepares and distributes summons, notices, subpoenas, warrants, petitions, affidavits, rulings, findings, opinions and orders of the Court. Maintains the security and integrity of all court documents at all times.
- Reviews legal documents for completeness, adequacy, accuracy and compliance with rules; determines processing required and takes necessary action in accordance with court rules or refers difficult matters to superiors.
- Assists in the training of new Court Clerks in the application of court policies, civil rules, appellate rules and court procedures. Provides technical advice, when needed. Serves as back-up Clerk in other assigned areas.
- Attends training in court procedures and case management systems, as requested. May attend and participate in court meetings and other activities and events as requested.
- Reviews and recommends changes and or enhancements to Court proceedings to the supervisor.

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- Collects, inputs and reconciles data, reports and other materials requiring specific court knowledge.
- Utilizes court specific and specialized computer systems for data access, input, retrieval, purchasing, scheduling, etc.
- Tracks and processes outgoing invoices. Audits receipts for proper account posting; identifies inaccuracies and determines if adjustments are needed. Prepares routine statistics and financial reports as required.
- Performs courtroom clerical duties; prepares case files and forms for court; checks people in and calls the calendar; administers oaths and witnesses the execution and certification of documents during trials; records results, court orders and any fines from the Court; takes court minutes and operates electronic recorder to record hearings; may prepare transcripts, if certified, as requested; sets court dates for next appearance.
- May assist in the scheduling/rescheduling of preliminary hearings, pre-trial conferences, continuances, trials and other matters; sends out notices; contacts attorneys and parties concerning rescheduling; makes appropriate record entries; refers difficult rescheduling matters to supervisor.
- Establishes and maintains professional relationships with staff, peers, superiors and managers in other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities.
- Attends and participates in staff meetings, training sessions, court proceedings and other activities and events, as required.
- Adheres to the Seminole Tribe of Florida laws, its standards of conduct for judicial employees, and policies and procedures of the STOF Court System.
- Performs additional related duties as assigned by the Clerk of Court or Court Administrator, not limited to assisting the Court Clerk I.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge in the Seminole Tribe of Florida, its history, culture and organization.
- Knowledge and understanding of Federal Indian law.
- Knowledge of the operations, function and scope of authority of the Court.

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- Demonstrated knowledge of legal terminology and procedures.
- Experience reading and comprehending office-related materials to include legal terminology commonly used in Courts
- Effective communication skills and experience providing excellent customer service telephonically and/or in person to the public, judges, judicial assistants and attorneys.
- Experience reading and comprehending office-related materials to include legal terminology commonly used in courts.
- Experience prioritizing and multi-tasking as well as being diligent in paying close attention to detail.
- Knowledge of general office policies, procedures and practices.
- Knowledge of basic accounting principles.
- Knowledge of English grammar and spelling, and arithmetic.
- Ability to professionally communicate by telephone, email and in person.
- Proficiency in the use of computers and associated software.
- Excellent written and oral communication skills.
- Excellent organizational and time management skills.
- Outstanding interpersonal skills.
- Ability to provide training and guidance to Court Clerks.
- Ability to understand court proceedings/ processes and make suggestions to the Clerk of Court.
- Ability to effectively problem-solve by determining appropriate course of action and facilitating resolution.
- Ability to function independently, as well as, cooperatively in a team setting.
- Ability to effectively present information and respond to questions from staff, management and the general public.
- Ability to serve the STOF tribal community with honesty and integrity.
- Ability to travel to all STOF reservations.

MINIMUM REQUIREMENTS

Associate's degree in Criminology, Business Administration, Public Administration or Paralegal. A minimum of three (3) years of progressively responsible clerical experience, (2) of which consist of direct experience working with legal documents in a court or legal setting, with experience utilizing court recording equipment and case management software is required. An equivalent combination of education/training and experience may be considered.

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Thorough understanding of the operation of a Clerk of Court's office is required. Demonstrated knowledge of legal procedures is required. Demonstrate excellent organizational and interpersonal skills. Demonstrate excellent written and verbal communication skills. Demonstrate proficiency utilizing Microsoft software packages. Possession of a valid Florida Driver's license is required. Ability to travel to all STOF Reservations and work flexible hours including evenings, weekends and holidays.

PHYSICAL DEMANDS

The work is sedentary. Typically, the incumbent may sit comfortably to do the work; there may be occasional bending and carrying of items such as books and papers, up to 25 pounds. Driving a company vehicle may be required.

WORKING CONDITIONS

Works in a clean, air-conditioned office area with little noise.

_____/_____
Administrative Office of the Seminole Court Date
Director Approval

I have reviewed the job description written above. I have had the opportunity to discuss it with my immediate supervisor(s) and understand the duties and responsibilities of this position.

_____/_____
Print Name Date

_____/_____
Employee Signature Date

Review date: June 4, 2019. LF/ms