



**WIND RIVER INTER-TRIBAL COUNCIL
HUMAN RESOURCE OFFICE
15 NORTH FORK ROAD, Rm 102
P. O. BOX 217
PHONE: (307) 335-2046 FAX: (307) 332-5015**



POSITION DESCRIPTION

POSITION: Civil Court Clerk

SALARY: Depending on experience

SUPERVISOR: Will work under the supervision of the Court Administrator

GENERAL DESCRIPTION OF DUTIES:

1. Renders assistance to the general public in filing civil complaints, subpoenas and other documents necessary to the function of the court.
2. Schedules and maintains monthly calendars of the civil cases after consulting with the Court Administrator.
3. Maintains a civil docket containing the name of each plaintiff and defendant, type of civil action, summons, service date, court hearing, judgment, appeal and all other relevant information.
4. Monitors all judgement issues and maintains a system for compliance of reimbursement of payments; reports non-compliance and files complaints.
5. Maintains a system for receiving and docket scheduling of all civil appeals. Shall be responsible for assuring appeals are processed in a timely manner.
6. Shall be the appellate clerk for all civil appeals; i.e., notice of appeal, obtaining appeal judges, recording hearing, typing orders, etc.
7. Maintains filing system for civil court, drafting of forms for civil court; safekeeping of all civil court files.
8. Compose routine correspondence; type all orders and correspondence for judge(s).
9. Record and transcribe dictation and minutes of hearings, meetings and conferences.
10. Assist other clerks and staff as necessary; shall be cross-trained for criminal court and children's court in the event that the person responsible is not available.
11. Shall issue all oaths to witnesses in both civil and appellate court.
12. Will render assistance to the public who are in need of filing Order to Show Cause cases, insures all documents are filed appropriately, schedule hearings and all parties notified.
13. Will render assistance to the Tribal Prosecutor's Office, which files petitions for involuntary commitment cases from persons requesting treatment of an individual or for the serious mentally ill. Will be responsible for scheduling hearings on short notice and notifying all parties involved.
14. Perform other duties that can be reasonably expected to promote the efficiency and effectiveness of the Tribal Court system.

HUMAN CONTACT SKILLS:

Contact with the public are frequent and under circumstances of stress involving uncooperative or hostile individuals. Requires knowledge and application of oral communication and human relation techniques.

SUPERVISORY RESPONSIBILITY:

None.

QUALIFICATIONS:

1. Must be proficient in MS office applications database software and have general office skills.
2. Must be proficient in internet research activities.
3. Good understanding of policies and procedures of the Shoshone and Arapaho Law and Order Code.
4. Must possess the ability to meet and deal effectively with the general public and representatives from other agencies.
5. Must possess or acquire a general knowledge of legal terminology, format and procedures.
6. Must work well with others and possess a willingness to assist others.
7. Must possess basic knowledge of procedures of the tribal court structures.
8. Must possess the ability to follow verbal and written instructions and meet deadlines.
9. Must be able to maintain a steady job attendance, accuracy in accomplishing work and perform duties in a timely manner. Most importantly, must be able maintain confidentiality of the office matters within the court.

EDUCATION AND EXPERIENCE:

1. Must possess an AA degree in a related field or three years of general office experience.
2. Must have excellent filing and computer skills.
3. Knowledge of Full Court Software (Judicial Software) would be beneficial.

SPECIAL CONDITIONS:

1. Must be twenty-one (21) years of age at the time of hire and of good moral character.
2. Will be subject to a background investigation to include work and criminal history.
3. Will be subject to a drug screening prior to employment and must test negatively for use of any illegal substances.
4. Must never have been convicted of a felony; or a misdemeanor within one (1) year of applying for position.
5. Must possess a valid State of Wyoming Driver's License

6. Has not received a dishonorable discharge from the Armed Forces of the United States of America.
7. Will be subject work environment with a high area of flow in court documents, incumbent must have the ability to effectively prioritize and manage multiple tasks with little or no supervision at times.
8. Must be dependable in following through on work assignments and be dependable and reliable in attendance and productivity.
9. Must deal with public and staff in a positive and objective manner and maintain the utmost confidentiality with court documents. An employee found to be in breach of confidentiality will be subject to grounds for disciplinary action.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Duties required only light physical demands characterized by sitting 50% of the time, walking, standing, reaching, occasional lifting of light objects and other minor physical activities.