

Clerk of the Shakopee Mdewakanton Sioux Community Court

The Court of the Shakopee Mdewakanton Sioux Community seeks a full-time, permanent Clerk of Court.

The Shakopee Court and the Court Clerk's Office

The Shakopee Mdewakanton Sioux Community is a federally recognized Indian tribe with a Reservation located in the City of Prior Lake, Minnesota. The Community's Court is a court of record, established in 1988, that exercises general civil jurisdiction, but no criminal jurisdiction, at both trial and appellate levels. The Court has three permanent judges, two part time *pro tem* judges, a Clerk (the position that is the subject of this notice), and part-time Assistant Clerk. Although all Court staff is presently working remotely, the Court's office and the Tribal Courtroom are located at the SMSC Community Center in Prior Lake, Minnesota, and the Clerk will be expected to work in the office once it is safe to do so. Either the Clerk or the Assistant Clerk is expected to attend all Court proceedings.

The Clerk's duties include maintaining all of the Court's files and the Court's case-status database; filing all pleadings and papers that the Court receives; scheduling all Court proceedings and preparing and transmitting the requisite notices for those proceedings; ensuring that the Court's appropriations are received and its bills are paid; arranging for all necessary court-reporting services; maintaining a list of the attorneys admitted to practice before the Court; and generally working with the Court's judges and the attorneys and parties that appear before Court to ensure that the Court functions smoothly. The Clerk reports to the three permanent judges.

Training and Experience Required

The Clerk must have experience with civil litigation. Experience working in a court clerk's office is highly desirable, as is paralegal training. The Clerk should (1) have strong interpersonal skills; (2) be an effective communicator, both orally and in writing; (3) be highly attentive to detail and have the ability to manage multiple tasks simultaneously; (4) have an ability to work both independently and with a team; and (5) be a "self-starter." Proficiency with Microsoft Office programs, including Word, Excel, and Outlook is required, as is the ability to operate standard office equipment. Applicants should be willing to submit to a background check.

To Apply

Send resume and letter of interest by email to:

Lynn K. McDonald, Clerk of Court
Shakopee Mdewakanton Sioux Community Tribal Court
Email: lynn@smsccourt.org

Deadline for Applications

February 26, 2021 at 5:00 p.m. CST.