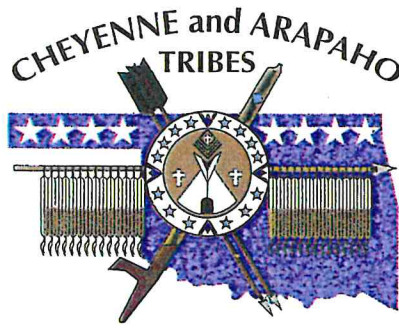


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Deputy Court Clerk
DEPARTMENT: Judicial Branch
LOCATION: Tribal Justice Center, Concho, OK
ISSUED: April 20, 2021 **CLOSING:** Until Filled

GENERAL DESCRIPTION:

The Deputy Court Clerk is appointed by the Court Clerk subject to the approval of the Supreme Court. The Deputy Court Clerk shall serve as the Deputy Court Clerk of the Supreme Court and the Deputy Court Clerk of the District Court. The Deputy Court Clerk shall be under the supervision of the Court Clerk.

DUTIES AND RESPONSIBILITIES:

- To undertake all necessary and proper functions authorized by law in exercising Deputy Court Clerk's duties and responsibilities.
- To collect all fines, fees, and costs authorized or required by law to be paid to the Courts, to receipt therefore, and to deliver them to the Tribal Treasurer for deposit in the Court fund.
- To accept, when ordered by the Court, monies for the payment of civil judgments and to pay same by check to the party entitled to them.
- To administer oaths, issue summons and subpoenas, certify a true copy of Court records, and to accurately keep each and every record of the Supreme and District Courts.
- To provide a record in the absence of a Court Reporter to accurately and completely record all proceedings and hearings of the Courts. If a Court Reporter is available, the Court Reporter shall have the authority to administer oaths and undertake such other Court functions as shall be provided by law or Court Rule.
- To undertake all duties assigned or delegated to the Clerk's office by Tribal law or Court Rule.
- Administer bidding process and contracts (e.g. prepare specifications, evaluate bids, recommend vendors, etc.).
- Research and evaluate vendors/contracts and invoices to ensure it is in compliance with tribal and federal regulations.
- Assume accounting and budgetary responsibilities of all accounts and funding sources of the Judicial Branch.
- Complete and process purchase orders and check request in a timely manner.
- Prepare payments by verifying documentation and distribute payment.

- Review and maintain good record of purchasing files and records (purchase orders, contracts, check request, etc.)
- Maintain a cuff account of all budgetary transactions of the Judicial Branch.
- Provide financial information to the Court Clerk or the Court Administrator by researching and analyzing cuff account and preparing monthly reports.

QUALIFICATIONS:

- At least two (2) years' experience in specialized legal field
- Knowledge of general office practices, property and supply, and courtroom procedures
- Knowledge of computer software, experience with database programs, phone and communications skills
- Must possess a current and valid Oklahoma Driver's License and have reliable transportation
- Demonstrates moral integrity and fairness in business, public, and private life
- No convictions of a felony
- No misdemeanors within the last three (3) years
- All applicants will be subject to and must pass a background investigation
- All employees are subject to random drug testing

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at:
www.cheyenneandarapaho-nsn.gov