

PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

JOB ANNOUNCEMENT

COURT CLERK

Nixon, Nevada

\$13.02 - \$13.68 per hour; Full-Time, Non-Exempt

Class Code 226, Grade 13, Step 1-3 DOE

Date Posted: 10/19/2018

Date Closes: OUF

DEFINITION: Works under the administrative guidance of the Court Administrator. Carries out assignments within the general parameters established by Tribal Ordinances, Tribal Law & Order Code, Personnel Policies and Procedures and where applicable, state and federal laws. Provides specialized clerical services and maintains written records of all court proceedings and interprets applicable court procedures and processes as required.

DUTIES AND RESPONSIBILITIES:

Review, receive, process and distribute complaints/filings/pleadings received by the court. Maintain court records by utilizing approved case management software in accordance with applicable laws and regulations of the Pyramid Lake Tribal Law & Order Code.

Maintain a working calendar and notify in writing all parties concerned regarding postponements, cancellations and rescheduling. Maintain and schedule hearings when modifications are requested on standing orders.

Prepare and maintain the Court Docket for every court hearing and distribute in accordance with the Law & Order Code.

Assist in maintaining a Pyramid Lake Voters List for possible jury selection for a jury trial and follow steps for drawing a jury.

Account for and record fines, court fees, bail, restitution and other monies received through the mail and over the counter.

Receive citations from the Tribal Police and Rangers for processing.

Answer incoming phone calls; route callers to appropriate personnel; take messages; and respond to routine information requests.

Sort and distribute the mail to appropriate court staff.

DUTIES AND RESPONSIBILITIES (CONT.):

Draft orders after the hearings for Judges to review for signature. Distribute proper copies to all parties involved in case. Generate subpoenas, warrants, commitments and all other documents as related to the function of the Court as required by the Judges.

Attend court hearings as required; maintain an accurate record of all proceedings, by recording court sessions and maintain written minutes from each hearing.

Prepare case file information to be forwarded to Appellate Court when required.

Update status of warrants.

Maintain forms for use by the general public. Recommend changes as needed.

Provide assistance and answer questions in regard to court procedures, policies, case status and court records to the Tribal Membership and general public conducting business with the Tribal Court.

Participate in meetings, in-service training, staff development and other professional growth activities as required.

Perform other related duties as assigned by the Court Administrator or Chief Judge.

MINIMUM QUALIFICATIONS:

Knowledge of: Native American customs; working with people within Indian communities; modern office practices, procedures and equipment; business English, proper spelling, grammar, punctuation and basic arithmetic; records management and basic accounting procedures; federal and state statutes, Tribal codes, ordinances and rules related to the Tribal Court system; legal principles and practices; Tribal Court procedures for the managing of court calendars, schedules, hearings and dockets; court proceedings for civil, criminal and juvenile hearings; procedures and processes for the preparation of notifications, court orders, entries, legal correspondence, taking of minutes and documents relating to the types of hearings and filings.

Skills in: operating computers and office machines including a windows environment and case management software.

Ability to: work in a diverse cultural environment and be respectful of community Tribal customs; provide clerical support for Judges, Prosecutor, Social Services, Police and other agencies; organize court sessions, prepare court documents; exercise and apply appropriate court procedures ; deal effectively with the public regarding judicial services; communicate effectively both verbally and in writing; establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels; represent the organization in a professional manner, building respect and confidence; maintain confidentiality; handle multiple tasks and meet deadlines; carry out instructions both verbally and written; work independently with minimal supervision; demonstrate excellence; provide excellent customer service, over the phone and in person; use applicable software programs such as Microsoft Word, Excel, Outlook, Full Court software (court database software);

Court Clerk Job Announcement

MINIMUM QUALIFICATIONS (CONT.):

maintain computer integrity; tolerate exposure to evidence and testimony that may be disturbing; tolerate defendant and witnesses who may potentially be verbally or physically abusive; tolerate allergens, perfumes, dust, and unpleasant odors.

Must be dependable, reliable and of high moral character.

Must be at least 21 years of age and able to favorably pass a thorough background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

At least a two (2) year degree from an accredited college or technical school or a minimum of three (3) years of related experience and training or equivalent combination of both. Must have or be able to pass a Court Clerk's certification within 12 months of employment

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, extension 1119/1120. www.plpthumanresources.org

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.