

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

COURT ASSISTANT

Pyramid Lake Tribal Court, Nixon, NV
\$11.26 - \$11.83 Per Hour; Full-time (40 Hours Per Week)
Non-Exempt; Class Code: 227 Grade: 8

Date Posted: 06/07/2020

Date Closes: 06/22/2020

DEFINITION: Reviews and identifies data from court records for input into a court management system. Enters gathered data into a computer system by terminal and verifies accuracy of data. Performs related clerical duties in maintenance of the court management system.

DUTIES & RESPONSIBILITIES:

Prepare and sort source documents, and identify and interpret data to be entered.

Generate and/or continue utilization of a logical and physical court information database.

Analyze data processing requirements to plan a data processing system that will provide system capabilities required for projected workloads, and plan layout of database.

Enter specified court data into the database on a computer terminal to store, retrieve, and manipulate data for reporting.

Review source documents to ensure completeness and appropriateness prior to data entry.

Read notes and instructions and compare information with printouts to detect errors and ensure completeness and conformity with established policies and procedures.

Perform a variety of related tasks such as logging and maintaining statistical data, keeping records, processing report requests, formatting and generating routine reports.

Enter complaint/citation information and track and manage default judgments including payments arrangements with payer and notify the court of non-compliance.

Prepare and manage collections spreadsheet for outstanding fines/fees owed.

Store and archive digital hearings from court sessions.

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

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

DUTIES & RESPONSIBILITIES (CONT.):

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.

Respond to inquiries regarding entered data.

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

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

MINIMUM QUALIFICATIONS:

Knowledge of: Native American communities, their culture, history and traditions; modern office procedures and practices; correct punctuation, spelling and grammatical usage; filing; indexing and cross-referencing methods; and modern office equipment including operation of computer terminals.

Ability to: quickly learn the operating principles of data entry equipment; understand and follow oral and written instructions; perform routine and repetitive clerical input duties; operate standard and modern office equipment; 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; 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 possess good computer skills and work with Windows based programs including word processing, spreadsheets, and database and case management software.

Must be dependable, reliable and of high moral character. Must be at least 21 years of age and able to favorably pass a background investigation.

Must possess a valid driver's license and able to be insured under the Tribe's vehicle insurance policy.

REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and at least three (3) years clerical experience in a responsible position. Must be computer literate and at least two (2) years' experience in data entry. Or any combination equivalent to education and experience that provide the required knowledge, skills and abilities.

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 P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension #1132.

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.