



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Tribal Court Deputy Clerk
Department: Bishop Paiute Tribal Court
Supervised by: Tribal Court Administrator
Pay Grade: NE4 \$21.46 - \$27.89 Hourly (\$44,636.80-\$58,011.20) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: Under the direction of the Tribal Court Administrator the Deputy Clerk will be responsible for the processing and maintaining legal pleadings and records filed in the Tribal Court and the Tribal Court of Appeals. This position will be responsible for maintaining the Tribal Court and Court of Appeals calendars and all operations related to court hearings and procedures. Tribal Deputy Clerk will assist the Tribal Court Administrator in long-term planning and budget administration.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Files all legal pleadings and other processing related to Court filing/cases.
- Prepares, maintains, and documents all case activity and pertinent case information as requested.
- Assists litigants with proper forms, copies of relevant Tribal Law etc. without giving legal advice; responds to telephone and mail inquiries and provides information on relevant cases as appropriate.
- Drafts/assists with drafting forms, mailings, reports, meeting preparation, workshops, special events, etc.
- Processes incoming and outgoing mail daily.
- Prepares all necessary documentation for Tribal Court Judge, Tribal Attorney, Law Enforcement Officials, regarding court policies/procedures, case status, jurisdiction, etc.
- Responsible for ensuring the physical security and confidentiality of Court records and Court facility through appropriate measures and actions.
- Maintains office supplies and filing system for the Tribal Court Administrator.
- Arranges for travel for Tribal Court functions. Includes, but not limited to, airline and travel reservations, hotel accommodations, ground transportation, registration/scheduling of appointments when necessary and arranging per diem.
- Coordinates communication and dissemination of decisions, information flow, and program administration.
- Inter departmental and/or Inter agency planning and facilitating special events, meetings, and outreach including but not limited to: finding and securing training sites, designing and setting up meeting rooms, communicating with outside agencies, developing announcements, preparing meeting and training manuals, assisting presenters and documenting meetings as necessary.
- Assists in Tribal Court assessment process, coordinating with tribal, federal and state agencies.
- Documents communications with state, federal and tribal agencies.
- Provides ongoing communications with program facilitators, partnering agencies and the CEO.
- Assists Tribal Court program development through trainings, website, and other outreach educational materials.
- Coordinate technical and legal assistance with the Tribal Court Administrator.
- Maintains strict confidentiality, including, but not limited to, all records, pleadings and confidential court proceedings.

- Assists with grant management i.e., application, completion of goals progress, fiscal reporting, and closeout reports.
- Attends meetings and trainings as required.
- Other duties as assigned.

Supervisory Responsibilities: None

Education and Experience:

- Must have High School Diploma or GED.
- Bachelor's Degree in areas of criminal justice, social work, business administration or similar field or any equivalent combination of education, training, and experience which demonstrates the ability to perform the duties of the position.
- Two (2) years' working experience in a Tribal Court or within a Tribal Government organization preferred.
- Collaborative management style and knowledge of court procedures including case management, accounting and budgeting procedures and Full Court/Enterprise Case Management Systems.
- Proficiency in office and computer equipment software is required.
- Knowledge and understanding of policies and procedures and office practices.
- Demonstrates the ability to communicate effectively with strong verbal and written skills.
- Detailed orientated, reliable, organized, and motivated.
- Demonstrates the skills to properly serve the public/community with excellent service and thoroughness.
- Must have experience with the following programs: *Microsoft Office- Word; Excel; Publisher; Power Point; Outlook.*
- Familiarity with grant reporting and budget review procedures desirable.
- Familiarity with Indian Law and Public Law 280.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have and maintain a valid California Driver's license and to be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.
- Successful candidate will be required to successfully execute oath of office and certification agreement to comply with the Tribal Court's Code of Ethics.
- Must be personable and polite with ability to use discretion, initiative and good judgement in dealing with Tribal members (Bishop Paiute Tribe or any other Tribe), and general public in the performance of duties.
- Must be culturally sensitive.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Organization and Planning Skills* – individual will schedule a series of meetings with the local Tribes in Inyo and Mono counties to discuss the establishment of a Tribal Court Consortium.
- *Decision Making* - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.

- *Interpersonal Skills*—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- *Oral communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- *Organized*—the individual maintains a clean and organized workspace and projects.
- *Motivated*—the individual inspires self and others to get the job done and follow through on tasks.
- *Writing Skills* – individual will develop a written plan of action outlining steps needed to be accomplished to reach goal.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____