HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE : Court Clerk
DEPARTMENT : Hualapai Tribal Court
CLASSIFICATION : Permanent/Full-Time
SALARY : $13.50/ Hr.
OPENING DATE : April 29, 2016
CLOSING DATE : May 11, 2016

POSITION SUMMARY:

The primary function of the Court Clerk is the preparation and the maintenance of all case files within the following divisions: Criminal, Traffic, Civil, Domestic, and Juvenile. The Court Clerk is supervised by the Chief Court Clerk; overall supervision is by the Court Administrator.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintenance of records of all court proceedings, to include identification of the title and nature of the case, the names of the parties, the substance of the complaint, the names and addresses of all witnesses, the date of hearings and trials, all court and jury rulings, findings, orders and judgments and any other facts or circumstances designated by the judge of the courts or deemed of importance by the Chief Court Clerk.
2. Maintaining all pleadings, documents and other materials filed with the Courts.
3. Maintaining all evidentiary materials, transcripts and records of testimony filed with the Court.
4. Collecting and accounting for fines and other moneys and properties taken into custody of the Courts.
5. Preparing and; serving notices, summons, subpoenas, warrants, rulings, findings, opinions and orders as prescribed by the Hualapai Tribal Law & Order Code, and as may be designated by the Judges of the Courts.
6. Assisting other persons in the drafting and execution of complaints, petitions, answers motions and other pleadings and documents for Court Proceedings; Provided, however, the Clerks shall not give advice on questions of law, nor shall they appear or act on behalf of any other person in any court proceeding.
7. Administering oaths and witnessing execution of documents.
8. Formatting of blank forms to be prescribed by the Courts for use by the public having business before the Courts.
9. Providing copies of documents in court files to other persons upon requests and upon receipt of a charge, therefore to be prescribed by the Chief Clerk to cover the cost of such service provided. However, no copies of documents or material shall be provided which are to be kept confidential unavailable for public inspection pursuant to the provisions of the Hualapai Tribal Law & Order Code or other ordinances of the Tribe, or if prohibited by any court order.
10. Providing security for all files, documents and materials filed with or in the custody of the courts and insuring that they are not removed from the offices of the Clerks and the courts upon specific instructions of the Judge.
11. Must assume the duties of the Chief Court Clerk or Court Administrator as needed.
12. Must clerk in a courtroom setting.
13. Must establish priorities in completing daily assignments in a timely and accurate manner.
14. Dependability in following through on all assignments.
15. Other duties as assigned.

SKILLS REQUIRED:

1. High school graduate or G.E.D.
2. Two years experience or equivalent combination of training, education or experience that demonstrates the potential ability to perform the duties of the Assistant Court Clerk.
3. Good knowledge of court procedures including the Hualapai Tribal Law & Order Code and other applicable laws.
4. Good knowledge of standard record keeping practices.
5. Ability to compile and maintain accurate records and maintain confidentiality of information.
6. Ability to read, write, speak, and understand English.
7. Must be able to establish priorities in completing daily assignments and to work independently.
8. Ability to deal with the public and staff in a positive and objective manner (customer service).
9. Ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
10. Must have a *valid* driver's license and pass an MVR check, however willing to work with the employee to gain his/her license back.
11. Must be computer literate with working knowledge of Windows Operating System, Microsoft Word, Access, Excel, and other data base programs of the court.
12. Must be willing and able to attend local and out-of–state training as directed by Chief Court Clerk, Court Administrator or Chief Judge.
13. Must be familiar with and adhere to code of Ethics for Court Personnel.
14. Position may require work beyond regular business hours.
15. Business casual attire required per dress code policy.
16. Ability to pass an employment Drug/Alcohol screening process, including random checks.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities