

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
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JOB ANNOUNCEMENT

TITLE: Assistant Court Clerk
DEPARTMENT: Tribal Court
SALARY: \$17.10 G9/ S1-3 After probationary period
OPENS: April 29, 2024
CLOSES: May 10, 2024
CAREER STATUS: NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL PURPOSE:

The principle functions of the Assistant Court Clerk position are to provide clerical support to the Shoshone-Bannock Tribal Court Judges, to manage case files, and to assist the general public with filing documents in Tribal Court. Strong emphasis to be highly considered: legal writing, grammar, spelling, editing, multi-tasking, computer experience, and customer service. Expected to prepare legal drafts and final orders, issue notices and summonses, acquire judges' signatures, retrieve legal files for judges' review, file stamp legal documents, distribute legal documents to necessary parties, and work closely with other Tribal Court programs and other Tribal departments, including Fort Hall Corrections Center Staff and Fort Hall Police Department staff. Must maintain a very professional attitude and appearance.

SUPERVISION:

Works under the direct supervision of the Clerk of the Court and/or designee. Receives general supervision and guidance from the Court Administrator.

DUTIES AND RESPONSIBILITIES:

- Attends and records proceedings in Tribal Court.
- Manages Court files, including juvenile, civil, and criminal, and ensures such files are properly prepared for Court hearings and judicial reviews.

- Operates the Case Management System (FullCourt) and tracks case information through the system.
- Maintains the Court docket to ensure that cases are docketed in a timely manner.
- Prepare courtrooms for court hearings; i.e., turn on computers, announce Judge's entry into courtroom, turn-on/off recording system.
- Prepares summonses, subpoenas, and notices detailing court hearings (dates, time & locations).
- Administers oaths to witnesses in Court.
- Prepares draft orders or final orders.
- Sends legal correspondence to named parties.
- Assists the public with filings in Tribal Court and provides information regarding Tribal Court processes.
- After receiving training, may be required to assist and/or train other clerks.
- Performs other job-related duties as assigned.
- Attends monthly staff meetings or other Court related meetings.
- Successfully completes/maintains Court Clerk Certification (Basic and Advanced).
- Position responsibilities require strong clerical and computer operation skills combined with effective compliance and adaptive abilities.
- Must work as a team member and exemplify a courteous and professional mannerism.
- Must be able to adapt quickly to change(s).

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. Any breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

QUALIFICATIONS:

Minimum Qualifications:

Must have received a high school diploma, GED, or equivalent.

Must have a minimum of two (2) years of successful experience working with the public.

Minimum of two years' documented work experience or equivalent combination of training, education or experience that demonstrates the potential ability to perform the duties of Assistant Court Clerk.

Must have or obtain "Court Clerk" certification within the first twelve (12) months and maintain throughout employment.

Must adhere to the Shoshone-Bannock Tribes' Tribal Privacy Act and maintain the confidentiality of all protected information.

Must be able to pass a background check, including:

1. Must never have been convicted of a felony (a withheld judgement shall constitute a conviction) and have no misdemeanor convictions within the past year (12 months) in any jurisdiction; and

2. Must not have any criminal convictions in the Shoshone-Bannock Tribal Court.
3. Must not have any pending criminal charges or be on probation in any jurisdiction.

Must be computer literate with working knowledge of Microsoft programs.

Must have experience or training in oral and written communication and have the ability to properly structure sentences and produce professional correspondence and documents.

Must be willing to travel to attend trainings, seminars, and conferences that will increase knowledge and ability to complete duties and responsibilities.

Employment history must prove creditability and dependability.

Must be a self-starter and complete tasks in a timely manner.

Must be punctual and dependable.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes' Personnel Manual.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at www.sbtribes.com. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.