

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
Fax: (208) 478-3950

JOB ANNOUNCEMENT

TITLE: Clerk of the Court
DEPARTMENT: Tribal Court
SALARY: \$22.75 – \$25.04 G12-13/ S1-3
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 Clerk of the Court is a mid-management position within the Shoshone-Bannock Tribal Court ("Court"). The function of the Clerk of the Court is to ensure the Court runs smoothly, directly oversee all Court records, supervise Court clerks, develop and implement policies and procedures for Court clerks, implement Tribal policies and procedures, provide quality customer service, and ensure all Court clerks obtain proper certification.

SUPERVISOR:

The Clerk of the Court will be supervised and evaluated by the Court Administrator. The Clerk of the Court provides direct supervision to all Court clerks and other staff as assigned by the Court Administrator.

DUTIES AND RESPONSIBILITIES:

Oversees all aspects of jury trials including, but not limited to the jury eligibility list, juror pool selection, issuance of summons, compensation of jurors, maintaining jury trial schedules and status, managing juror check-ins, providing for juror food orders, maintaining telephonic juror check-in information, and monitoring juror exemptions.

Maintains posting of Court fee schedule and weekly Court dockets for public inspection.

Prepares and distributes Court docket for criminal, civil, juvenile, jury trials, and appellate hearings; and monitors all Court files including juvenile, civil, and criminal and oversees daily clerk transactions: including criminal complaints, petitions, notices, summons, subpoenas, temporary/final releases, final orders, warrants, etc.

Clerk of the Court

Approved 4/23/24 DA3296

Maintains strict confidentiality of ALL juvenile and child protection files or other files involving persons under the age of 18 years old; and only use juvenile initials and dates of birth for confidential identification when distributing weekly Court dockets.

Performs duties as defined in the Shoshone-Bannock Tribal Law and Order Code.

Provides updated Court forms for self-help counter.

Conducts random Court case file audits to ensure Court clerks are timely and accurately maintaining files.

Completes performance evaluations for all clerks or other subordinate employees, assists in the hiring of subordinate employees, and oversees training, disciplining, and reprimanding subordinate staff pursuant to the Tribal policies and procedures.

Administers oaths to witnesses in Court.

Processes payroll/timesheets for those under supervision.

Projects a positive attitude when greeting the general public, provides information about general Court operations, policies and practices *without giving legal advice*.

Attends training workshops, staff meetings, and assists clerks in their performance, including cross training the clerks.

Drafts clear, well-written required reports i.e., Quarterly Reports, Annual Reports, BIA reports.

Performs other related duties as assigned by the Court Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

Must have:

- Working knowledge of legal terminology, Tribal policies and procedures, preparation and filing of Court documents with an ability to effectively retrieve, update, and review Court case files for accuracy and completeness.
- Working knowledge of standard office procedures and computer software (Full Court) programs used by the Court Clerks' Office with the ability to apply such knowledge to a variety of interrelated processes, tasks, and essential operations.
- Working knowledge of Standard English, grammar, spelling, and punctuation and an ability to prepare correspondence, or court/legal documents.
- Ability to properly operate standard office equipment, i.e., computer, calculator, telephone, copier and fax machine.
- Ability to maintain strict confidentiality of Court case files pursuant to the Shoshone-Bannock Tribes' Privacy Act and applicable federal laws.
- Familiarity with Tribal, State, and Federal laws.
- Ability to competently serve the public with friendly diplomacy and respect and to professionally handle difficult public encounters.
- Skill in establishing and maintaining effective working relationships with co-workers, Tribal leaders, and outside public.
- Skill in using current technologies to prepare correspondence, production of technical reports, and maintenance of statistical database.
- Ability to compile, analyze, and evaluate data, make determinations and present findings in oral or written form, and to present findings to the Court Administrator upon request.

EVALUATION AND PERFORMANCE STANDARDS

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of

confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Individual in the position will conduct self, both on and off the job, in a professional manner that will bring credit to the Tribal government.

Performance Standards shall include but not be limited to:

- Ability to communicate clearly and concisely, both orally and in writing.
- Understand compliance with Tribal Management Systems.
- Ability to work independently with little supervision.
- Demonstrated knowledge of practices and procedures utilized in working environment.
- Self-starter that produces timely, accurate work.
- Understands and executes a variety of complex written and oral instructions.
- Well organized and follows through with multiple projects in a timely manner.
- Ability to demonstrate leadership skills.
- Demonstrate knowledge of the organizational responsibilities of managers.
- Culturally-sensitive to a diverse customer population.
- Displays efficient and quality service to the general public and staff.
- Maintain effective working relationship with staff.

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

QUALIFICATIONS:

Required/Minimum Qualification (Grade 12):

- Must have a High School Diploma, General Educational Development (GED) diploma, or equivalent from an accredited High School/educational institution.

Preferred Qualification (Grade 13):

- Graduated from an ABA-approved paralegal program or have an Associate of Applied Science-Paralegal Studies degree.

Qualifications for both Grade 12 and 13, also include:

- Five (5) years of continuous employment directly related to Tribal or other Court systems or Tribal laws and management, including supervision of at least three (3) staff members.

OR

- Five (5) year experience with supervising at least three (3) staff members in a legal field with management knowledge.
- Must have or obtain "Court Clerk" certification within the first twelve (12) months and maintain throughout employment.
- Must have a valid driver's license and must be insurable on the Shoshone-Bannock Tribes' insurance policy.
- Must have a minimum of two (2) years of experience working with the public.
- Must adhere to the Shoshone-Bannock Tribes' Tribal Privacy Act and maintain the confidentiality of all applicable Court 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
 2. Must not have any misdemeanor convictions (a withheld judgement shall constitute a conviction) within the past year (12 months) in any jurisdiction; and
 3. Must not have any criminal convictions in the Shoshone-Bannock Tribal Court.
 4. Must not have any pending criminal charges or be on probation in any jurisdiction.
- Must have:
 1. general office work experience and/or training,
 2. an ability to type 45 words per minute,
 3. knowledge of computers, office equipment, computer software programs, calculators, database software, and
 4. proper telephone etiquette.
 - Must be computer literate with a working knowledge of Microsoft programs and minimum of two (2) years working with Case Management software.
 - Must be willing to travel to attend and complete required trainings, conferences, or seminars to increase working knowledge as a Court employee/team member.
 - **Must clearly outline any claimed experience in meeting the experience qualification, set forth above, in a cover letter. Merely outlining previous jobs/employment in the job application is insufficient to meet this qualification.**
 - **Must submit three (3) letters of reference from individuals other than family members.**

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.