

CHEYENNE RIVER SIOUX TRIBE
JUDICIAL DEPARTMENT
CLERK OF COURT

DESCRIPTION OF WORK

General Statement of Duties: It shall be the duty of the clerk to keep and maintain all records, files, dockets or other records required to be kept and further to keep a written record of all proceedings of the court, to administer oaths, to collect and account for all fines, bail or bond money, fees or charges which cause money to come to the court, to deposit and account for all such monies in the manner prescribed by the Tribal Council and to disburse such money as authorized by law. The clerk shall further assist the court in any way required to facilitate the performance of its duties, to aid the police or private citizens in their dealings with the Court. The Clerk of Court shall abide by the Clerk's Code of Ethics.

Supervision Received: Works under the immediate supervision of the Court Administrator.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Primarily responsible for processing court matters, including attending all court hearings, and will assist other courts as needed.

Prepares dockets or calendar of cases to be called.

Examines legal documents submitted to the court to determine compliance with law and procedure, prepares case folders, file, inputs into case management system, files or routes documents, prepares necessary bonds; sends parties and counsel summons and/or notice of hearing or trial; follows and performs all procedures with respect to jury trials.

Secures information for judges, and contacts witnesses, attorneys and litigants to obtain information for courts, and instructs parties when to appear in court.

Administers oaths to witnesses, records minutes of court proceedings, and transcribes testimony and provides recording of hearings.

Records case dispositions, court orders and arrangement for payment of court fees. Collects court fees or fines and records amount collected to the proper ledgers of account, maintains court files.

Maintains all office and court files with respect to updating the case activity sheet and maintaining documents in chronological order, compiles statistics for monthly reports and annual reports.

At the request of the judge, drafts orders that do not include findings and conclusion of law for the judge's signature.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: The Clerk shall aspire to possess a comprehensive knowledge of court procedures, the tribal code and rules related to the administration and operation of the principles and practices of records and data management. Excellent computer skills including the ability to learn the case management system, ability to interact with the public and provide assistance to those seeking to file documents, establish and maintain effective working relations with all levels of staff, as well as, representatives from other tribal departments, outside agencies and the public, must demonstrate fitness and competence for the appointment.

Education: Associate Degree or Paralegal Certification or High School Diploma or GED.

Experience: None

Special Requirements: Must be at least 21 years of age. Must be able to maintain strict confidentiality. Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Revised: 3.4.22