

CHEYENNE RIVER SIOUX TRIBE
CHEYENNE RIVER SIOUX TRIBAL COURTS
COURT FILE CLERK

DESCRIPTION OF WORK

General State of Duties: A Court Receptionist/File Clerk for the Tribal Courts is responsible for meticulously organizing, maintaining, and filing legal documents related to court cases, ensuring accurate record-keeping, and providing administrative support to judges, clerks and attorneys by properly managing case files, including receiving new documents, indexing them, and retrieving them as needed while adhering to court procedures and legal guidelines; they may also assist with scheduling hearings. This position will also perform receptionist duties, such as answering the phones in a professional manner, while connecting callers with the appropriate party, taking, and delivering messages to the appropriate parties.

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):

Greet visitors entering the Tribal Court, determine nature and purpose of visit, and direct or escort them to specific destinations. Receive payment and record receipts for services.

Provide information to the public regarding court processes and procedures and answering questions regarding case status.

Receive, log, and date stamp all incoming legal documents, including petitions, motions, summons and exhibits, ensuring proper indexing and case association.

Maintain case files by organizing documents ensuring easy access to relevant information and closing case files while ensuring all closed case file documents are complete and filed.

Input case details and document information into the courts case management system through data entry of information and digitizing hard copies of documents and storing them in the case management system.

Assist with scheduling hearings, trials, and other court proceedings under the guidance of the court clerk.

Process requests for case files upon request from attorneys, parties, or other court staff.

Maintain accurate records of court actions, including orders and judgments.

Ensure adherence to all court rules, procedures and legal requirements regarding document filing and case management.

Will perform other duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Incumbent must have experience and knowledge working with computers and related peripheral devices, scanning equipment, printers, copiers, fax machines.

Must have working knowledge in the use of computer programs, MS Office, word, excel, etc., adobe acrobat (PDF) and zoom. Incumbent must have the ability to gather data, compile information and extract data for completing and closing case files. Must have good communications skills, good typing skills. Must be able to work with the public and staff in a professional manner. Must be dependable and able to follow through with assignments and duties.

Education: Must have High School Diploma and GED Certificate.

Experience: One year experience with data entry, filing and customer service.

Special Experience: Incumbent must be able to pass Federal, State and Local/Tribal Criminal Background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No.: 86-2013-CR. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol-free Workplace Policy. Must pass pre-employment drug screening and will be subject to random drug screenings/PBT's (will be required to sign and submit a form understanding and receiving policy). Must have never been convicted of any Tribal/Local. Federal, or State felony offenses. (will be subject to submit and pass these checks/tests every five (5) years) Physical exertion, such as lifting, standing, bending, or reaching is required. This position is required to submit a sobriety statement due to the nature of rehabilitation efforts with clients and families.

Created: February 24, 2024

Approved: