

CHEYENNE RIVER SIOUX TRIBE
SMALL CLAIMS COURT - JUDICIAL DEPARTMENT
CLERK OF COURT

DESCRIPTION OF WORK

General Statement of Duties: It shall be the duty of the clerk of the Civil Court to keep all records, files, dockets or other records required to be kept and further to keep a written record of all proceedings of the small claims and the commitment court, to administer oaths, to collect and account for all monies collected, 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 the civil court, criminal court and children's court. The clerk shall assist the police or private citizens in their dealings with the court, but render no legal advice.

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):

Prepares docket or calendar of cases to be called.

Examines legal documents submitted to the court for adherence to law or court procedures, prepares case folders, and posts and files or routes documents.

Examines protocol or procedures or forms to parties involved in cases.

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, and records minute of court proceedings.

Records case dispositions, court orders and arrangement for payment of court fees. Collects court fees or fines and records amount collected.

The clerk will maintain all office and court files by keeping them up to date and in proper order.

Other job related duties as assigned.

MIMIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Clerical, filing and typing, operation of a computer, fax machine, scanner, court recording equipment including the ability to learn to use the judicial electronic management system (JEMS). Must be a mature and dependable individual and must demonstrate fitness and competency for the appointment including familiarity with the Cheyenne River Sioux Tribal Constitution, Code and Judiciary. The ability to attend training (in state and out of state), and in good health or have the ability to attend work daily unless of an emergency.

Education: High School Diploma or GED required.

Experience: Must have one (1) year prior experience working in a court system.

Special Requirements: Must be a resident of the Cheyenne River Indian Reservation. Must be at least 21 years of age. Must have never been convicted of a felony.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR.

Revised Date: 11.12.2015