



The Three Affiliated Tribes **Job Description**

DEPUTY CLERK I

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Chief Clerk of Court DEPARTMENT: Fort Berthold District Court SALARY: D.O.Q. CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: 609 Main Street, New Town OPENING DATE: CLOSING DATE:
--	--

POSITION SUMMARY:

This position is responsible for performing and assisting the Clerks' Office and other court personnel with case management activities of all civil, criminal, juvenile, traffic, and other cases filed with the district court from the initial filing to the final disposition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Receive and review all incoming documents to determine conformity to court procedures, laws, and rules. Route documents to proper offices in a timely manner.
2. Ensure proper notice to parties of case numbers and judge assignments.
3. Record incoming documents, case hearings, and other proceedings, dispositions into the case management system. Process court orders, notices, and report in accordance with established procedures.
4. Record all fees, fines, bonds, restitution, or other receipts received.
5. Answer and route telephone calls to appropriate parties.
6. Implement court procedures and hearings, as directed by the Chief Clerk of Court. Organize files and cases daily for each judge attending court, and coordinate the court session with the judge, bailiff, attorneys, and parties to ensure it is managed and efficient.
7. Retrieve and maintain all civil, criminal, juvenile, traffic, and judgement records.
8. Participate in the selection and management of the jury program.
9. Ensure accuracy and quality of court records by reviewing files and analyzing reports.
10. Attend trainings and maintain certifications, update staff as needed and recommend any necessary changes.
11. Adhere to MHA Policy & Procedures as well as department policies/guidelines.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.



The Three Affiliated Tribes **Job Description**

DEPUTY CLERK I

- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of general laws, rules, policies, and procedures pertaining to the court.
- Knowledge of basic legal terminology.
- Knowledge of the organizations and operations of office procedures and etiquette.

Abilities

- Ability to establish and maintain effective relationships with co-workers, judges, administration, staff, attorneys/advocates, vendors, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to manage multiple priorities in a fast-paced environment while maintaining accuracy and attention to detail.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED. **REQUIRED.**
- Two (2) years of experience and/or training within a district court, law office, or related legal setting. **PREFERRED.**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Valid Driver's License. **REQUIRED.**

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office or courtroom environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of



The Three Affiliated Tribes **Job Description**

DEPUTY CLERK I

personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____