



## **JOB DESCRIPTION**

### **Clerk of the Court**

#### **INFORMATION**

Job Class: Specialist  
Department: Tribal Court  
Location of Work: Juneau  
Salary Grade(s): G-8/9  
Hours of Work: 8-4:30pm  
Employment Category: Regular Full-Time

Class Status: Active  
Type of Position: Non-Exempt  
Covered Position: Yes  
Prepared by: D. O'Gara  
Approved by:   
Effective Date: May 23, 2016

#### **PURPOSE**

Coordinate the daily operations of the Tribal Court in accordance with established court operations policies and procedures. Provide technical and consultative assistance to judges, attorneys, plaintiffs and respondents regarding legal or procedural requirements. Maintain and provide technical support on Tribal Court System. Perform primary reception duties for the Tribal Court office.

#### **REPORTING RELATIONSHIPS**

Reports To: Presiding Judge  
Supervises: N/A  
Liaison To: N/A

#### **DUTIES**

- Review, process, and track legal documents, including summons, petitions, motions, affidavits, notices, wage assignments, and other filings.
- Coordinate with Judges and parties to schedule hearings.
- Prepare and mail or serve notices and summons to parties for hearings within established procedures.
- Review case files to ensure completion and order of records prior to hearings.
- Serve as Clerk in court hearings, including: operation of electronic recorder, prepare and certify transcripts, make minute and docket entries, take and maintain case notes of court proceeding, and assist parties as needed when telephonic appearance is necessary.
- Prepare and distribute regular court docket.
- Maintain daily contact with Judicial staff while assisting in court proceedings and responding to requests for documents or other information.
- Answer questions relative to court policies and procedures, case status, and court records to general public, attorneys, and representatives from outside agencies.

- Prepare notices, summons, documents and correspondence requiring detailed knowledge of applicable terminology, rules, and procedures.
- Perform financial activities relating to receipt and deposit of court funds, reconcile accounts, and prepare financial reports.
- Assist with maintaining court data system.
- Complete appropriate training.
- Perform other duties as assigned.

### **DECISION MAKING AUTHORITY**

Spending Authority: N/A

Other Authority: N/A

### **NECESSARY SKILLS AND KNOWLEDGE**

- Excellent computer skills; proficiency in MS office programs and familiar with databases.
- Knowledge of court procedures and policies, legal documents, legal terminology, laws, and legal functions pertaining to the court.
- Ability to communicate and deal effectively with disruptive or unruly clients.
- Able to communicate effectively both verbally and in written form; and must be able to write in a concise, clear and grammatically correct manner.
- Use independent judgment in assessing individual case needs to determine appropriate action under specific tribal statutes, procedures, and guidelines.
- Possess sharp investigative and interviewing skills to secure, document and prepare useable information and evidence for both verbal and written reports.
- Ability to read and analyze legal documents such as summons, petitions, motions, affidavits, contempt papers, order for appearances and wage assignments.
- Familiarity with Tlingit, Haida, and Tsimshian cultures.

### **BEHAVIORAL EXPECTATIONS**

- Work in a properly collegial relationship with co-workers.
- Interact with other departments within the Tribe in the spirit of compromise.
- Take on additional responsibilities in a spirit of cooperation and teamwork.
- Maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers.
- Maintain strict confidentiality.
- Defuse tense situations and remain impartial.

### **MINIMUM QUALIFICATIONS (education, experience, skills)**

- Associate's Degree or Paralegal
- 2 two years' experience in clerk of the court II or III level
- Valid Alaska Drivers License

### **Substitution:**

- High School Diploma and
- 4 Four years of experience in a related or judicial fields

**UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry to program sites may be required.

**CONDITIONS OF HIRE:**

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass a pre-employment and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description not an exhaustive statement of the duties and qualifications of the job described. . This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the duties of and qualifications for the job

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date