

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-17**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Court Clerk
OPENING DATE:	March 17, 2017
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Pueblo Court
SALARY RANGE:	NE-8; \$25,334 - \$38,002

Position Summary:

Under direct supervision of the Chief Court Clerk, performs a wide variety of administrative support work requiring substantial knowledge and understanding of court functions. Ensures the court system functions efficiently through accurate and timely scheduling of all matters and cases, and interaction with the public. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values supporting Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Accepts, date stamps, and enters citations, complaints, petitions, and supplemental information.
- Issues subpoenas, summons, warrants, commitments, court decrees, judgments, and referrals based on information received from Law Enforcement, Probation/Parole Officers, or Prosecutor's Office.
- Attends court sessions and digitally records proceedings; calls court to order in absence of the Bailiff and administers oath.
- Reviews legal documents for accuracy and completeness and enters into the court's automated case management system; marks and maintains exhibits.
- Responds to inquiries regarding the Pueblo Court's processes/procedures either independently or by referral to appropriate personnel.
- Researches case files to extract and provide information; prepares and processes formal orders based on judgments rendered; develops program reports, and compiles statistics.
- Provides a central source of information on court activities. Prepares and submits monthly court reports reflecting statistics on cases and judgments rendered.
- Posts debits and credits to journals; and balances simple accounts. Sets up account receivable file for defendants' fee payment schedule.
- Maintains calendars of hearings, trials and arraignments; schedules jury trials, issues court appearance subpoenas and jury summons.
- Assists in calling/directing jurors to report to jury duty.
- Maintains bond registers; updates ledger as needed, forfeits bail as ordered by the court and processes for summary judgment.
- Prepares adjudicated cases, when an appeal is filed, for the Pueblo of Laguna Court of Appeals with complete trial recordings and transcripts.
- Notarizes formal documents, affidavits and Court documents.
- Assists the Court Administrator and Chief Court Clerk with jury trial management.
- Provides necessary documents for proceedings to appropriate internal/external programs, departments, and agencies.
- Completes background checks for the Pueblo, external agencies, and other courts (i.e., Federal, State, Tribal, and County).
- Obtains Court Clerk certification within one year of hire; maintains certification throughout employment.
- Obtains New Mexico Notary Public commission within six months of successful completion of Introductory Employment Status Period (IESP); maintains commission throughout employment.
- Establishes priorities for completing daily assignments in a timely and accurate manner.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Applies the Pueblo's Core Values and Workforce Values to support the Pueblo of Laguna's Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. One year of court clerk experience or experience in a legal setting required. Associates Degree in Criminal Justice, Sociology, or Legal Assistant preferred. Current Court Clerk certification preferred. Current New Mexico Notary Public commission preferred. A combination of directly related education and experience may be considered. Fluency in the Laguna language preferred.

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Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Court Clerk is designated as a Moderate Risk Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other – Bondable to obtain Notary Public commission	X

Knowledge, Abilities, and Skills:

- Knowledge of typical judicial system and court clerk processes.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math sufficient to process program’s financial activities.
- Knowledge of the Pueblo of Laguna laws and traditions to assist the public.
- Ability to communicate effectively both verbally and in writing; ability to speak effectively before groups.
- Ability to work independently, undertake multiple assignments, organize projects, and manage time effectively.
- Ability to frequently establish and change priorities in order to meet deadlines.
- Ability to recognize important case facts; skill in attention to detail.
- Ability to research and retrieve information electronically.
- Ability to interpret, explain and apply the Pueblo Court’s policies, rules and procedures.
- Ability to read and interpret legal documents and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to interact and maintain good working relationships with co-workers at all levels and with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to observe the confidential nature of court proceedings and information.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to follow oral and written instruction.
- Skill in computer use, including Word, Excel, Outlook, PowerPoint, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES