

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-63**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Court Clerk
OPENING DATE: November 13, 2015
CLOSING DATE: November 23, 2015
DEPARTMENT: Pueblo Court
SALARY RANGE: NE-8; \$25,334 - \$38,002

Position Summary:

Under direct supervision of the Court Administrator, performs a wide variety of Court 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, issuing summonses and warrants, and interacting with the public. Maintains confidentiality of all privileged information. Consistent application of core values supporting Workforce Excellence is mandatory.

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

Essential Duties & Responsibilities:

- Processes citations, complaints, petitions, and supplemental information on cases filed with the court.
- Attends court sessions and digitally records all proceedings.
- Reviews legal documents for accuracy and completeness and enters legal documents into the court's automated case management system; marks and maintains exhibits.
- Responds to complete inquiries from subordinates, judges, attorneys, and the public.
- Researches case files to extract and provide information; prepares and processes formal orders, compiles statistics.
- Provides a central source of information on court activities. Prepares and types 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.
- Maintains calendars of hearings, trials and arraignments; schedules jury trials, issues jury summons and subpoenas; jail releases, warrants and confidential orders.
- Issues orders of protection, jail releases, warrants, confidential orders and appellate process.
- Calls court to order in the absence of the Bailiff; administers oath and processes documents.
- Assists in calling/directing jurors to report to jury duty.
- Interacts with other Tribal and Tribal Court Programs as necessary.
- Maintains bond registers; updates ledger as needed, forfeits bails as ordered by the court and processes for summary judgment.
- Prepares cases on appeal with complete trial recordings by following the Pueblo of Laguna Court appeal process.
- Notarizes formal documents, affidavits and Court documents.
- Assists the Court Administrator and Chief Court Clerk with jury trial management.
- Provides necessary documents for all proceedings to appropriate internal/external programs, departments, and agencies.
- Completes background checks for the Pueblo and external agencies and other courts (i.e., Federal, State, Tribal, and County).
- Establishes priorities for completing daily assignments in a timely and accurate manner.
- Contributes to a team effort and makes individual effort to support the Pueblo of Laguna's Workforce Excellence concept.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Associates Degree in Criminal Justice, Sociology or related field preferred. Two years' experience as a court clerk or in a legal office setting preferred; Court Clerk certification preferred. An equivalent combination of education and experience maybe considered. Must be bondable to become a Notary Public; must obtain Court Clerk certification within one year of hire and maintain certification throughout employment. Fluency in the Laguna language preferred.

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 at 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	

Knowledge, Abilities, and Skills:

- Knowledge of the Pueblo’s judicial system.
- Knowledge of modern office practices, procedures, and equipment; emphasis on word processing, data entry, computer software and electronic mail.
- 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 in filing appropriate legal documents.
- Ability to communicate effectively both verbally and in writing; ability to speak effectively before groups.
- Ability to work independently, undertake multiple assignments, manage time effectively.
- Ability to frequently establish and change priorities in order to meet deadlines.
- Ability to recognize important case facts that need to be documented in a case file or may need further action.
- Ability to research and retrieve information using the case management system or archive database.
- Ability to interpret, explain and apply the Pueblo Court’s policies, rules and procedures.
- Ability to read and interpret legal documents and procedure manuals; and write routine reports and correspondence.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to represent the Pueblo of Laguna in a professional manner.
- Ability to observe the confidential nature of court proceedings.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to follow oral and written instruction.
- Skill in computer use including Word, Excel, Access, PowerPoint, and JustWare.

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 POLemployment@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.