



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 104-19

OPENING DATE: 06/12/2019

CLOSING DATE: UNTIL FILLED

POSTED: IN & OUT

POSITION: Court Clerk
PAY GRADE: NE6 (\$12.70/hr. to \$14.92/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Tribal Court
REPORTS TO: Chief Court Clerk
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Performs a variety of administrative, court reporting and staff support duties for the Tribal Courts; assists in the timely processing of case files for adjudication. Maintains professional interactions with employees, visitors and community members.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Receives all individuals coming to the Tribal Court and, while exercising diplomacy and tact, provides general information as required.
- Answers telephone and provide information, transfers calls to appropriate personnel or takes messages.
- Prepares all case related documents, including warrants, subpoenas, summons to all parties involved; notifies all parties concerned regarding postponements, cancellations and rescheduling of court activities.
- Maintains the court docket; schedules cases and assigns judges daily case load.
- Organizes and maintains all active case files.
- Manages case files from open to close; enters case history into computer system and closes all case files.
- Receives court fines, restitution due, issuing receipts as required; maintains records on all accounts.
- Maintains good communication and relationships with other service providers and agencies.

- Sits in court hearings and records entire court proceedings with the use of court reporting software.
- Transfers court hearings on to a CD or shared file as requested by clients or Appellate Court.
- Assigns and provides guidance to community service workers.
- Maintains utmost confidentiality of client records, conversations, and community issues.
- Performs general clerical duties.
- Coordinates with other departments in the Pueblo; ensures Police Department has incarcerated defendants at court as needed.
- Substitutes as Process Server as required.
- Coordinates drug testing for clients.
- Prepares documents for mailings for clients.
- Orders supplies for the Court and office as requested.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED
- Two years secretarial work experience.
- Tiwa speaking preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Skill in operating digital/electronic court reporting software.
- Ability to maintain confidentiality.
- Ability to use SCRAM device and court room audio system.
- Ability to administer drug testing.
- Ability to work under timelines, stress, and keep composure.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.

- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office or courtroom environment.
- May be exposed to emotional clients.
- Travel within the community may occur.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.