

## Vacancy Announcement #17-140

Position: Court Clerk (1-Kyle Court, 4-Pine Ridge Court)  
(*Non-Exempt*)

Salary: Grade Level 14/0  
(\$24,365 per annum)

Program: Oglala Sioux Tribal Court

Location: Kyle & Pine Ridge, So.Dak.

Opening Date: November 6, 2017  
Closing Date: November 20, 2017

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### General Description of Duties:

The Court Clerk's primary job is the preparation and maintenance of all court case files within the following docket areas: Criminal, Traffic, Civil, Youth and Family Court. This position is under the direct supervision of the Court Administrator and the Chief Judge.

### Specific Duties:

1. Maintain the records of all court proceedings, to include identification of the title and nature of the case, the names of the parties, the substance of the complaint, the names, and addresses of all witnesses, the date of hearings and trials, all court and jury rulings, findings, order and judgments and any other facts of circumstances designated by the judge of the courts or deemed of importance by the Clerk of Courts.
2. Maintain all pleadings, documents and other materials filed with the Courts.
3. Maintain all evidentiary materials, transcripts and records of testimony filed with the Court.
4. Responsible for operating court recording equipment; microphones, camera and backup of such equipment.
5. Responsible for taking detailed and complete notes of the court's proceedings.
6. Prepare and serve notices, summons, subpoenas, and warrants.
7. Assist parties in the guidance of drafting and execution of complaints, petitions, answers, motions and other pleadings and documents for Court proceedings, however, shall not give advice on questions of law, nor appear or act on behalf of any other person in any court proceeding.
8. Administer oaths and witnessing execution of documents.
9. Maintain supply of "Self-Help" blank forms to be supplied by the Court and stock kiosk.
10. Provide copies of documents in court files to other person upon request and upon receipt of a charge therefore to be prescribed by the Chief Judge to cover the cost of such service.
11. Provide security for files, documents and materials filed with or in the custody of the courts and insuring that they are not removed from the offices of the Clerks and the courts upon the specific instructions of the judges of the courts.
12. Maintain court confidentiality and proper decorum of the court.
13. Train and be willing to use of court management software.
14. Work closely with the Chief Judge to schedule court docket.
15. Collect and account for fines taken into the custody of the court.
16. Demonstrate the potential ability to perform duties in other departments.
17. Establish priorities in completing daily assignments in a timely and accurate manner.

18. Other related duties as assigned by the Court Administrator and/or Chief Judge.

### Requirements and Knowledge:

1. Must be willing to learn within ninety (90) days court procedures including the Tribal Code and other applicable laws.
2. Must have the ability to compile and maintain accurate records and maintain confidentiality of information.
3. Must be able to establish priorities in completing daily assignments and to work independently.
4. Must have the ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
5. Must have the ability to deal with the public and staff in a positive and objective manner.
6. Must demonstrate excellent written and verbal communication skills.
7. Individual must be able to pass a criminal background investigation.
8. Must be able to pass a drug test
9. Must be computer literate with knowledge of Microsoft Office.
10. Must be willing and able to attend local and out-of-state training.
11. Must become familiar with and adhere to Code of Ethics for Court personnel within ninety (90) days.
12. May be required to work beyond regular business hours.
13. Must be willing to become familiar with court management software within ninety (90) days of employment.
14. Must have excellent customer service skills in person and on the telephone.

### Qualifications:

1. High School Diploma or GED required.
2. Must have one (1) year of experience with equivalent combination of training or experience.
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations)
5. Must have a valid driver's license.

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

### Notice:

Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to illegal drug use screening prior to appointment. Appointment to the positions will be contingent upon a negative drug test result.

**In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on these individuals applying for positions requiring working with children.**