

ROUND VALLEY INDIAN TRIBES
A Sovereign Nation of Confederated Tribes

TRIBAL COUNCIL OFFICE
77826 COVELO ROAD
COVELO, CALIFORNIA 95428
PHONE: 707 963-6126
FAX: 707 963-6128



LOCATION: ON STATE HWY 167
ONE MILE NORTH OF COVELO
IN ROUND VALLEY
TRIBAL TERRITORY SINCE TIME BEGAN

ROUND VALLEY RESERVATION ESTABLISHED 1856

Tribal Court Clerk I

DEPARTMENT: Tribal Court
SHIFT: Monday thru Friday, Full time, 30 hours per week,
SALARY RANGE: \$21.00 - \$24.00 per hour, DOI
REPORT TO: Court Manager and/or Chief Judge

JOB SUMMARY:

Under general supervision, Tribal Court Clerk I will be responsible for assisting the Tribal Court Manager in daily duties. All functions will be performed within the guidelines of the Round Valley Indian Tribes, Tribal Court Codes. Work independently and unsupervised, Maintain *Confidentially* of all court documents and case information:

Tribal Court Clerk:

1. Must have the ability to deal effectively and interact well with the community and employees;
2. Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner;
3. Completes clerical work generated by the Court; and as directed by the Court Manager.
4. Receive court services inquiries and respond to routine inquiries or directing inquiries to the appropriate entity for handling;
5. Receive filings, pleadings and other matters related to Court proceedings;
6. Prepare and update files on law enforcement citations;
7. Prepare and manage pending case files;
8. Collect filing fees, judgment payments and provide payment receipts to patrons;
9. Issue summons and subpoenas, certify copies of Court records, and serve as witness to Court activities;
10. Prepare all documents for service and notifications to litigants.
11. Receive and record incoming and outgoing mail for the Court;
12. Assist the Court Judge, pro-term judges, prosecutor, public defenders and private counsel on trial court matters;
13. Maintain Court calendar and scheduling in the absence of the Court Clerk Manager.
14. Direct communication, as necessary between other Tribal Court Systems, Judges, and the Public in order to preserve fair access to the court;
15. Travel to various trainings to provide recommendations to ensure consistent office procedures;

16. Contribute to the development of office policies and procedures;
17. Order and maintains necessary office supplies.
18. Other job-related duties.

DESIRABLE QUALIFICATIONS:

1. Knowledge of computer systems including Word, Excel, Power Point, Outlook, Zoom, Otter AI, Full Court, Drop Box
2. Understand and carry out verbal and written instructions.
3. Work varied shifts (on-call, weekends, evenings) as needed;
4. Work under stressful situations with clear thinking and immediate response;
5. Speak to citizens calmly who maybe angry and/or upset;
6. Sit for long periods of time (8-10 hours);
7. Ability to communicate effectively both written and verbally.

EDUCATION & EXPERIENCE:

- 1 year of secretarial work experience and public contact in a legal atmosphere.
- OR**
- 2 years of any combination in education, training and work experience that provides the required knowledge, skills and abilities to perform the essential functions of this job.

REQUIREMENTS:

1. Must be able to pass pre-employment drug screening exam.
2. Offering of this position is subject to successfully passing an extensive background check.
3. Must be sensitive to the needs of the Indian community, their culture and traditions.

INDIAN PREFERENCE:

Indian Preference Act (Title 2, U. S Code Section 472 and 473) and the Indian Self Determination Act (Public Law 93-638). Round Valley Indian Tribes, Tribal Police Department and the Tribal Court Department is an Equal Opportunity Employer.

ABOUT THE DEPARTMENT WORK ENVIRONMENT:

This position is subject to many interruptions and requires handling multiple calls and inquiries at once. The noise level generally is moderate. The Tribal Court Department is a drug and alcohol free workplace.