



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlakenation.com

Job Title:	Assistant Clerk of Court	Open Date:	September 26, 2024
SL Program:	Tribal Court	Close Date:	Until Filled

Position Summary: Position provides various, responsible legal clerical services to one or more judges; may provide a full range of clerical and office administrative support to other judges and staff; and performs related duties as assigned by the Judicial Administrator and/or the Chief Judge. Performs varied and responsible legal clerical and administrative support services, requiring a good knowledge of legal terminology, processes and procedures. In addition, this person shall possess excellent public relations skills and be courteous to the public. If at the front desk, shall remain at the front desk at all times unless he or she has adequate and constant coverage for the reception area.

Job Responsibilities:

- Assists the Civil Clerk, Juvenile Clerk and Criminal Clerk in the maintenance of the records of all Tribal Court proceedings to include identification of all titles and nature of the case, the names of parties, the substance of the complaint, the dates of hearings and trials, names and addresses of all parties and witnesses appearing at all hearings or trial, all tribal court and jury rulings, findings, orders and judgments, and any other facts or circumstances designated by the Judges of the Tribal Court or deemed of importance by the Judicial Administrator.
- Assist in maintain all pleadings, documents and other materials filed with the Tribal Court.
- Assist in maintain all evidentiary materials, transcripts and records of testimony filed with the Tribal Courts.
- Assist in the collection of fines, fees, court costs, restitution and/or other monies and properties taken into custody of the Tribal Courts.
- Assist in preparing and serving notices, summons, subpoenas, warrants, rulings, findings, opinions and orders as prescribed by the Tribal Law and Order Code and as may be designated by the Court Administrator or Judges.
- Assist other persons in providing forms or formats of drafting Complaints, Petitions, Answers, Motions and other pleadings and documents for the Tribal Court proceedings, provided however, the Assistant Clerk of Court will not give advice on questions of law, nor shall they appear or at on behalf of any other persons in any other persons in any Tribal Court.
- Administer oaths and witnessing execution of documents.
- Providing copies of documents in Tribal Court files to other persons upon request, and upon receipt of a charge there fore to be prescribed by the Judicial Administrator to cover costs of such service; provided however , there shall be no charge for such service to the Judges of the Tribal Court, and provided further, no copies of documents or materials

shall be provided from files which are to be kept confidential or unavailable for public inspection pursuant to any provision of their Code or other ordinances of the Tribe, or if prohibited by any court order.

- Provide security for all files, documents and materials filed with or in the custody of the Tribal Courts and insuring that they are not removed from the offices of the Clerks of Court and the Tribal Courts except upon specific instructions of a Judge of the Tribal Court or the Judicial Administrator.
- Performing such other duties related to the operation of the court, other than those specifically performed by a judge, as the Court Administrator shall designate.
- Works with Judges, staff and other officials to ensure the effective and efficient operation of the court's administrative systems.
- Will maintain sensitive and confidential information; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people, outside legal counsel and the public.
- Will perform Federal, State and Tribal background checks as needed.
- Respects and complies with the laws and at all times act in the manner that promotes public confidence in the integrity and impartiality of the judiciary and offices of the court.
- Interacts through meetings and discussion with judges, prosecutors, committees and staff regarding administrative issues and concerns.
- Provides information and responds to inquiries in person and over the telephone.
- Knowledge of courtroom procedures and policies.
- Knowledge of legal terms and phraseology and general and specific legal forms, documents and procedures used in legal practice and proceedings; legal references, materials and their contents and correct forms of citation; basic court rules and requirements; office administrative practices and procedures including record keeping and filing; principles and practices of sound business communication; correct English usage; including spelling grammar and punctuation; uses and operational standard legal and business software; including word processing, database management software.
- Must be able to interact with the public in a highly professional manner and with the ability to maintain strict confidentiality policies.

Qualifications, Experience and Education Required:

- Minimum qualifications: Graduate from high school or GED equivalent and three years of secretarial or clerical experience in a law office/setting; or an equivalent combination of training and experience or must possess the ability and ability to be trained quickly.
- Must be of high moral character and integrity. Must not have been dishonorably discharged from the armed services.
- Must be physical able to carry out duties associated with the office assistant Clerk of Court.

- Must have a valid North Dakota driver's license and adequate transportation.
- Must not be a felon and able to pass a federal, state and tribal background check.
- Must have ability to assume duties of other Clerk's when assigned or needed.
- Other duties assigned.

Job Role:	Clerical	Company Industry:	Spirit Lake Tribe
Employment Status:	Full Time	Supervision:	Judicial Administrator
Grade:	10	Manages Others:	No
Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Tribe Human Resource Department	Email:	rcrosswhite@spiritlakenation.com or mkeo@spiritlakenation.com
Address:	P.O. Box 359	State	North Dakota
City:	Fort Totten, ND 58335	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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