



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

Job Title:	Criminal/Appellate Court Clerk	Open Date:	January 31, 2025
Program:	Spirit Lake Tribal Court	Close Date:	Until Filled

Position Summary: The Criminal/Appellate Court Clerk position shall be responsible for the administrative functioning of the Criminal and Appellate Courts and other administrative duties as may be prescribed by the Spirit Lake Law and Order Code and/or assigned to him/her by the Chief Judge and/or Appellate Court Justices. Work is performed under the general supervision of the Chief Judge, Appellate Court Justices and/or Court Administrator. It is essential that this person operates under strict standards of courtesy, accountability and confidentiality.

Position Specific Duties and Responsibilities:

- Maintain records of the Criminal and Appellate Courts to include identification of the title; nature of the case; the names and addresses of the parties; the substance of the complaint or appeal; the names and addresses of all witnesses; the dates of all hearings and/or trials, court rulings, findings, orders and judgments; and any other facts or circumstances designated by the Chief Judge, Appellate Justices or deemed of importance by the Court Administrator.
- Responsible for having detailed knowledge of Criminal and Appellate Court procedures and the laws related to the same.
- Maintaining all pleadings, documents, and other materials filed with the Criminal and Appellate Court.
- Maintain all evidentiary materials, pleadings, transcripts, rulings and records of testimony and/or arguments filed with the Criminal and Appellate Courts.
- Responsible for maintaining the Full Court database as it relates to a Criminal Court records, overseeing the entry of records into said database by the Data Entry Clerk and training/advising of all other departments on using said database as needed.
- Tracking of financial payments through the Full Court database, maintaining records of the same and issuing warrants and/or Show Cause Notices related to non-payment of financial obligations.
- Responsible for maintaining the Zoom meeting information and setting up the same for purposes of remote electronic appearances in all Criminal and Appellate Court proceedings.
- Preparing notices, summons, subpoenas, warrants, rulings, findings, opinions and orders as prescribed by the Spirit Lake Law and Order Code and as may be designated by the Chief Judge, Associate Judge and/or Appellate Court Justices.
- Assisting other persons in acquiring the necessary documents for Criminal and Appellate Court proceedings.
- Administer oaths and witnessing the execution of documents as a certified Notary Public.
- Unless unavailable, is responsible for clerking every Criminal and Appellate Court hearing.
- Retrieves documents from the police department to prepare for hearings.
- Provide documents to the police department after Criminal Court hearings for record keeping and necessary defendant signatures.

- Responsible for selection of jurors for jury trials and notifying said jurors and the public of the same.
- Responsible for maintaining the Sonic Clear recording software and backing up of all records related to the same in order to insure that Criminal and Appellate Court recordings are completed and preserved as necessary.
- Maintain a supply of blank forms to be prescribed by the Criminal Court for use by all persons having business before the Criminal and Appellate Courts.
- Provide security for all files, documents and materials filed with or in custody of the Criminal and Appellate Courts and insuring that the files are not removed from the offices of the Criminal Clerk and the Criminal Court except upon the specific instructions of the Chief Judge or Appellate Court Justices.
- Insure that Criminal and Appellate Court files are not accessed by persons other than Tribal Court staff.
- Play a significant role as a Drug Tester for Court and outside agency clients.
- Required to be on call after hours, weekends and holidays to accept bonds and drug test as needed
- Perform such other duties related to the operation of the Criminal and Appellate Courts as designated by the Chief Judge.
- Case Management with client, family, court, school and other involved agencies such as insuring that documents are forwarded on to the parties.
- Proper filing of court documents such as Chemical Dependency evaluations, community service work certifications, counseling sessions, letters to victims.
- Prepare and maintain monthly reports related to the number and types of cases & disposition.
- Performs other job duties as assigned.

Skills and Knowledge:

- Knowledge of courtroom procedures and policies.
- If not already, must be a certified drug tester.
- If not already, must be a Notary Public.
- Ability to develop and implement policies relative to the administration of the criminal court.
- Knowledge of legal terminology.
- Ability to establish and maintain effective working relationship with tribal, appellate, federal and state courts along with law enforcement agencies and the general public.
- Ability to communicate effectively, orally and in writing.
- Knowledge of computers and other office equipment.
- Ability to plan, organize and maintain an efficient filing system.
- Ability to adequately perform duties and responsibilities with a minimum amount of supervision.
- Ability to follow directives and afford respect towards the Judges, Justices and Court Administrator.

Generally Required Responsibilities:

- All duties and responsibilities previously outlined in “Position Duties”.

- Works with appropriate committees, judges, justices, staff and other officials to ensure the effective and efficient operation of the Criminal and Appellate Court administrative system.
- Must maintain a high degree of confidentiality.
- Respects and complies with the laws and at all times act in a manner that promotes public confidence in the integrity and impartiality in the judiciary system and the offices of the criminal court.
- Interacts through meetings and discussions with judges, prosecutors, committees and staff regarding administrative issue and concerns.
- Understands and able to structure appropriate boundaries between the Court, Prosecutor and Law Enforcement to insure the public has confidence in the courts ability to maintain impartiality.
- Provides information as appropriate and courteously responds to inquiries in person and over the telephone.
- Implements directives from Chief Judges and/or Associate Judge and/or Court Administrator with the final supervision of the Chief Judge.

Working Conditions:

- Primarily work is performed in an office-like atmosphere where stress management is essential.
- May be subject to confrontations in the process of assisting in resolving differing opinions.
- Work is primarily sedentary. Duties are normally performed in a courthouse environment.
- Work will require the ability to maintain effective telephone communications during and after normal scheduled working hours to respond or assist in emergency law enforcement calls.
- No felony convictions. Must pass background check.
- Must be dependable in following directives as well as being punctual.
- Must have a valid driver’s license.
- Must be able to travel when required and complete recommended training and/or workshops successfully.
- Must have ability to work with contentious public in a highly professional and respectful manner.

Job Location:	Spirit Lake Tribal Court	Company Industry:	Spirit lake Tribal Court
Job Role:	Clerk	Supervision:	Chief Judge, Appellate Justices, Spirit Lake Tribe and/or Court Administrator
Employment Status:	Full time	Manages Others:	
Grade:	16		
Number of Vacancies:	1		

Job Requirements

- Must be of high moral, character and integrity. Final applicant subject to 90 day probation period.
- Final applicant must comply with drug/alcohol testing employment regulations.

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or rcrosswhite@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, ND	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.		