



PUEBLO OF SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

Position Description

POSITION: Clerk of Court **BRANCH:** Judicial
SALARY: Grade 103 / Step 1-10 **REPORTS TO:** Tribal Court Administrator
\$19.33-\$20.34 FT

POSITION SUMMARY: The Trial Clerk of Court will provide daily administrative support and assistance to the Court Administrator and Chief Judge. Duties include maintenance of the traffic citation data, collection of fines and fees, set hearings for contested citations, greet visitors, assist callers, and other clerical functions. Clerk will also serve as a back-up to the Tribal Court Administrator.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative duties, which requires attention to accuracy, detail and timelines. The work is conducted indoors during normal business hours and occasional evenings and weekends. Position is non-management and may require extended hours. Work performed is in an office setting.

Required Job Duty Interaction: Daily contact and interaction with tribal employees, court litigants, attorneys and general public through face to face contact, by telephone and written communication. Periodic meetings with other members of the Judicial, Legislative and Executive branches as deemed necessary. Works closely with the Court Administrator as well as input from the Chief Judge to assure goals, objectives, and efficient case processing and financial management criteria are being fulfilled.

Supervision Received: General supervision by the Court Administrator and Chief Judge

Supervision Exercised: None

Essential Functions: This position requires the ability to communicate orally and in writing; read and review written material/instructions; understand financial reports, budgets, perform mathematical computations, compose correspondence, follow verbal and written instructions; provide exemplary customer service to the general public and maintain a professional relationship with other government and law enforcement agencies, and establish effective working relationships with fellow employees and general public.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

Maintains accurate and timely records.

Communicate courteously and clearly with the public.

Observes work hours and demonstrates punctuality.

Maintains program objectives.

Maintains comprehensive permanent records.

Adheres to pertinent standards of confidentiality and court staff code of conduct.

Establishes and maintains effective working relationships with fellow employees, supervisors, general public, governmental and state entities and other tribal branches.

Responsible for executing the daily administrative and operating policies of the Pueblo de San Ildefonso Judicial Branch.

Advises the trial court Judges, Supreme Court Justices and the Court Administrator of pending criminal and civil cases on appeal.

Advises the trial court Judges and Court Administrator on processing of paperwork.

Serves as the citation clerk responsible for maintaining the excel spreadsheet of citations issued, payments received, prepares deposits and delivers to accounting, schedules hearings, provides proper notice to parties and officers, processes traffic orders, closes case files when requirements have been met.

Ensures that amendments or modifications are incorporated into the Law and Order Code upon receipt.

Composes correspondence, drafts court documents inclusive but not limited to bench warrants; orders of release, bond orders, summonses, notice of hearings, and other pertinent court orders as instructed by the Court Administrator and Judges.

Performs any and all other appropriate duties as assigned by the Court Administrator.

JOB REQUIREMENTS:

Knowledge: This position requires general knowledge of civil and criminal law procedures, ability to learn and understand the Tribal Law and Order Code, as well as a general knowledge of legal pleadings and office management.

Skills: This position requires proficient skills involving desktop computers, computer software and miscellaneous office equipment utilized in the daily operation of the trial court.

Abilities: This position requires the ability to write clearly and concisely, establish and maintain an effective working relationship with employees, government officials, other agencies and the general public, and to provide superior administrative support to a busy trial court and Judicial branch.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

Associate's Degree in Criminal Justice, Paralegal studies, Political Science or related field.

Minimum of two years direct experience working in a trial court setting.

Must have office management experience.

Must have excellent organizational skills.

Ability to maintain confidentiality.

Ability to work under time pressured and stressful conditions.

Must possess good communication skills and exemplary customer service.

Ability to work cordially and effectively with staff and the general public.

Must be able to pass a background check.

Must not abuse alcohol and/or drugs while employed and subject to random screenings.

Must be computer literate. (ability to manage case management system)

Dependable and willing to work occasionally after traditional working hours and on the weekend.