

JOB ANNOUNCEMENT

Position: Tribal Bailiff/Process Server/Clerk Assistant
Supervisor: Chief Court Clerk
Program: Tribal Court
Division: Judicial Services
Salary: \$16.15 per hour (Grade 13, Step 01)
Classification: Non-Exempt
Location: Shoshone-Paiute Tribal Courthouse

OPENS: December 1, 2022

CLOSES: Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required and any optional supporting documents (i.e. Letters of Recommendation, Certificates of Completion, etc.) **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Personnel Department. Any questions regarding this position are to be directed to the Personnel Office at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT
BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

Special Considerations: (1) This position is subject to random drug testing, a background check, and must be bondable as a condition of employment. This individual has access to sensitive Tribal and personal data. This position is responsible for the security of court-related documents for the Shoshone-Paiute Tribes. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act). (2) Applicant must submit two letters of recommendation from previous employers and/or school administrators.

GENERAL STATEMENT

The **Tribal Bailiff/Process Server/Clerk Assistant** contributes to the efficiency of the Court System and daily operations by providing clerical support to Tribal Judicial Services.

SUPERVISION

The **Tribal Bailiff/Process Server/Clerk Assistant** is under the direct supervision and receives guidance and direction from the Chief Court Clerk.

TYPICAL DUTIES: Provides administrative and research support to the Chief Court Clerk and/or is the primary resource as appropriate in ensuring effective administrative support to the Tribal Courts within the following range of duties:

1. The processing of civil, criminal, and family cases;
2. Attends and records Tribal Court proceedings, as directed;
3. Prepares notices, summons and other court documents, as required;
4. Receives, screens and distributes all Court incoming mail;
5. Performs duties of a receptionist for Tribal Court, including, but not limited to meeting with the public and answering phones and some bailiff functions;
6. Maintains strict confidentiality of court proceedings, records and documents;
7. Performs all activities involved in the operation of the court, including, but not limited to, case processing;
8. Coordinates, plans and manages office activities in accordance with established court operations and other Judicial Branch policies and procedures;
9. Assists in maintaining court docket and calendar for Judges, schedules hearings and notifies parties;
10. Sends standard letters in response to routine requests, routes incoming mail and filings;
11. Enters data into the Court Rite Track system for all court proceedings.
12. Works as a team member and exemplifies a courteous and professional mannerism that brings credit to the Shoshone-Paiute Tribes' Tribal Government;
13. Will perform Tribal Court courier duties as required;

14. This person must gain proficiency in the use of Microsoft-based programs, specifically; Windows, Word, PowerPoint, Outlook, Excel, and Access.
15. Will be required to assist in the preparation of reports and informational material, including, but not limited to PowerPoint Slides, charts, graphs, flipcharts, pamphlets, etc;
16. Interpersonal, and oral and written skills.
17. Participates in skills upgrade and succession training as required.
18. Performs other duties as required.

MINIMUM QUALIFICATIONS: KNOWLEDGE SKILL AND ABILITY

1. Must have a high school diploma or GED and at least six months clerical work experience;
2. Must be proficient in computer operation and internet research;
3. Must demonstrate an ability to establish and maintain effective relationships with associates, public officials and the general public;
4. Must demonstrate a high moral character and integrity;
5. Must never have been convicted of a felony and have no misdemeanors within the past twelve months;
6. Must have a valid driver's license.