



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

MAY 23, 2013

#76-13

DEPARTMENT: JUDICIAL COURT
POSITION: JUDICIAL CLERK OF THE COURT
SALARY: \$21.20 PER HOUR
CLOSING DATE: **OPEN UNTIL FILLED**

SUMMARY:

The Judicial Clerk works in conjunction with the Chief Judge of the Tribal and Appeals Courts to manage the Courts' legal and administrative functions. Among the more prominent duties of the Judicial Clerk are maintaining court records of both the trial and appellate courts and assisting the public in filing court documents in compliance with the Courts' rules. The Judicial Clerk also supervises any assistant clerks needed to assist in the execution of the Judicial Clerk's duties.

The Judicial Clerk works closely with all judges and will occasionally be required to perform (or will be delegated) certain tasks by Judges of the Tribal and Appeals Courts. The Judicial Clerk is appointed by the Tribal Council with the joint approval of the Chief Judges of the Tribal and Appeals Courts, and is supervised by the Chief Judges of those courts.

GENERAL DUTIES:

- Maintain written/electronic records of all case activity for all criminal, civil, and juvenile cases (including pleadings and motions filed with the Courts, court orders and judgments, witness lists, contact information for parties, hearings, etc.)
- Document and record court appearances (including parties in attendance, case number, date, future appearances scheduled, statements made by all parties and the court, etc.).
- Provide in-court support for the presiding judge in all court appearances (e.g. provide case file in advance, collect documents submitted by parties in court, schedule upcoming hearings).
- Administer oaths and witness the execution of documents.
- Maintain the courts' docket for all cases.
- Distribute newly-filed cases to the designated judges in accordance with court procedure.
- Prepare and serve notices of all court appearances on the Court's behalf.
- Sign subpoenas and summons for service.
- Receive and account for all monies received by the Court (e.g. fine payments, court fees, child support payments, etc.), and issue refunds or distribute monies received in accordance with court order or procedures.



- Enter default judgments (when permitted by law).
- Provide information regarding the Courts' rules and procedure for filling documents with the Courts in response to any injuries.
- Provide copies of court documents to government agencies or the public, in accordance with the Courts' rules and procedures.
- Maintain and provide standard court forms for use by the public for court-related business (e.g. applications for temporary restraining orders, form to initiate a complaint or file for divorce, etc.).
- Ensure all case files and other sensitive court documents are safely secured, protected, and accounted for at all times.
- Maintain a legal library consisting of the rules, opinions, and decisions of the Courts and of the federal or applicable state courts in so far as is deemed necessary.
- Supervise assistant clerks, if any.
- Maintain all written procedures and policies regarding the Judicial Clerk's duties.
- Schedule routine training for himself/herself and for the assistant clerks, and act to secure funding for all training.

REQUIRED EDUCATION, SKILLS AND KNOWLEDGE:

- The Judicial Clerk must have a Bachelor's Degree (preferably in a law-related field) or have a minimum of five (5) years of relevant experience working in a court or law office.
- Regardless, a successful candidate must have working knowledge of legal terminology and court procedures, or be capable of promptly learning such knowledge.
- The Judicial Clerk must possess strong planning, organizational, and communication skills; be resourceful, diligent, and professional; and must work effectively with others.
- She/he must be able to work in a fast-paced environment with stringent deadlines and be able to supervise the assistant clerks and general court staff on a daily basis.
- Must have Valid Driver's License,
- Must have High School Diploma or G.E.D. required.
- Must pass federal, state and tribal background check (criminal history, credit, civil litigations, sex offender registration, driving records).

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT**

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. **Therefore**, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.