



Ho-Chunk Nation

Job Description



TITLE: Assistant Court Clerk - Judiciary		JOB CODE: TRIA
Government		EEO: 6
Non-exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Provide the Judiciary with a variety of routine and complex clerical administrative support work as the Assistant Court Clerk.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Maintain and update the court calendar and case logs daily, prepare purchase orders weekly, issue receipts same day, and reconciling cash drawer monies at end of day, may include but not limited to; collection of fines, fees, forfeitures, bails, bonds, restitution.
2. Assist with case flow management on a daily basis to ensure files are accurately filed each hour in preparation for judge review and hearings.
3. Service the public daily regarding court requirements.
4. Daily transcription of court hearings and court forms.
5. Ensure confidentiality on a daily basis while on and off the job.
6. Maintain professional behavior daily.
7. Perform other duties as assigned relevant to this position.

JOB RESPONSIBILITY

Job Reports to	Deputy Clerk
Leadership Accountability	Implementation of the Civil Rules of Procedure HCN Codes and Ordinances
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers Interfaces with regulatory authorities
Freedom to Act	Subject to general input from supervisor Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. High school graduate or equivalent.



ESSENTIAL:

1. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judicial Branch.
2. Must be bondable.
3. Valid driver's license, dependable transportation and proper insurance is required.
4. Must complete Tribal Court Clerk Basic and Advanced Training courses within two (2) years of employment.

EXPERIENCE:

1. At least two (2) years' experience as an administrative assistant/receptionist.
2. Record and bookkeeping experience and familiarity with tribal programs and operations desirable.
3. Must be able to type 40 words per minute.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Strong typing, word-processing and computer skills.
2. Ability to work with the public in a positive and objective manner and maintain utmost confidentiality.
3. Ability to work independently and efficiently, exercise initiative.
4. Familiarity with Ho-Chunk laws.
5. Strong listening and organizational skills.
6. Ability to multi-task, prioritize tasks and delegate responsibilities as appropriate to the demands of the Court.
7. Ability to communicate clearly, orally and in writing, with a variety of persons such as tribal citizens, tribal officials, judicial officers and attorneys.
8. Must be professional, have outstanding telephone etiquette and a friendly, patient attitude when dealing with clients and the general public.
9. Follow through on assigned tasks to completion.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Office setting, courtroom.
2. Any physical demands of the position should be listed on the Physical Demands Worksheet referenced.