ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Dr
Green Bay, WI 54303

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
www.oneida-nsn.gov

POSITION TITLE: Assistant Court Clerk
POSITION NUMBER: 02533
DEPARTMENT: Oneida Judiciary
LOCATION: 2630 W. Mason St. Green Bay, WI 54303
DIVISION: Non-Divisional
RESPONSIBLE TO: Chief Trial Judge
SALARY: NE09 $13.34/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non Exempt
POSTING DATE: April 21, 2016
CLOSING DATE: May 9, 2016
Transfer Deadline: April 28, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Facilitate independent administrative and secretarial functions of all branches of the Oneida Judiciary incorporating the mission, values and competencies of efficient and effective court management. Perform a variety of duties including timely calendar and case docket management, court reporting, customer service and staff support duties thorough knowledge of court policies and procedures for the Oneida Judiciary. Serve as a backup to all branches of the Oneida Judiciary to assist legal and administrative matters in processing of case files for adjudication; assisting clients, maintain the docket, update the calendar and keep written records of court proceedings. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in case management for the Judiciary including, but not limited to; maintaining court docket, utilizing and administer a computer system to keep track of cases and case statistics; filing documents; preparing files; processing fees and other costs; preparing notices when required; and copying, authenticating, and certifying documents as needed.
2. Assist with processing garnishments as directed by the Judiciary Branch ensuring the accuracy and timely completion in accordance with the Oneida Garnishment Ordinance.
3. May cross train and serve as a backup to all branches of the Oneida Judiciary to assist legal and administrative matters in processing of case files for adjudication. Maintain the docket, update the calendar and keep written records of court proceedings in all branches of the Judiciary.
4. Opens, date and time stamp, sorts, and distributes incoming confidential legal documents and mail; prepares outgoing specialized mailing; maintains logs, lists, rosters and court records.
5. Screen incoming calls and correspondence; exercise independent judgment and respond accordingly.
6. Assist with record, transcribe, written records of the proceedings at all legal proceedings, including pre-trials, hearings, trials, and oral arguments to include operate digital/electronic court reporting software; setting up courtroom and equipment; marks and maintains account of exhibits; and administers the oath to witnesses as needed.
7. Performs receptionist and/or counter duties; inform clients and the general public on the rules of procedure and assist clients in filing the appropriate forms with courtesy and respect.

DUTIES AND RESPONSIBILITIES: (Cont.)

8. Establish and maintain an effective filing and retrieval system of court documentation.
9. Provide personal integrity and service to justice under the laws of the Oneida Tribe of Indians of Wisconsin.
10. Assist with preparing and tracking statistics on cases and records for monthly reporting as needed and as required for judiciary purposes.
11. Ensure the confidentiality and security of documents, recorded information and interpersonal communications in all Oneida Judiciary and department matters.
12. Act as a liaison to other governmental agencies, attorneys, and litigants as directed by the Oneida Judiciary.
13. Adhere to cash handling procedures according to Oneida Judiciary Internal Operating Procedures.
14. Maintain inventory of office supplies.
15. Attends meetings and trainings as required.
16. Identify problem areas and recommend changes in regulations, procedures, forms and policies to improve the judicial process.
17. Contributes to program planning which includes, but is not limited to: establishing measurable goals and objectives annually.
18. Contributes to a team effort and accomplishes related results as required.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal and Judiciary Standard Operating Procedures, and Area and Program Strategic Plans and Policies and Judiciary internal operating procedures.
20. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to understand, explain, and apply legal terminology; review documents for correctness of form, explain procedures regarding completion and filing of legal documents, ascertain compliance and provide appropriate information to concerned parties.
2. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
3. Knowledge of case records management and basic accounting procedures.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to operate digital/electronic court reporting software.
6. Ability to communicate effectively in the English language both verbally and in writing.
7. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
8. Ability to represent the organization in a professional manner, building respect and confidence.
9. Ability to handle multiple tasks and meet deadlines.
10. Ability to carry out instructions furnished in verbal or written format.
11. Ability to exercise independent judgment to enhance efficient operations.
12. Ability to work independently with minimal supervision.
13. Ability to evaluate operation and continually seek improvement in results.
14. Ability to obtain and maintain Notary Public License.
15. Ability to become certified in the National Education Association of Tribal Court Clerks.
16. Must complete training and certification for application court management systems.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
20. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

STANDARD QUALIFICATIONS:

21. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Certification as Clerk of Court by appropriate issuing agency.
2. Experience in utilizing various court management software packages such as For-The-Record and JustWare.
3. Experience in OnBase records management system.
4. Research, understand, interpret, explain, and utilize Oneida Laws relating to court procedures, such as Civil Rules of Procedures, Appellate Rules of Procedures and Family Court.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Associate's Degree in Administrative Assistant, Secretarial Science or closely related field; two (2) years administrative or secretarial experience; an equivalent combination of education and experience may be considered.
3. Must be able to type. **(Must pass a typing test administered by the Human Resources Department.)**

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**