

**APPLY IN PERSON AT:**  
Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>



**OR MAIL TO:**  
Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

### **SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Clerk of Family Court  
**POSITION NUMBER:** 02864  
**DEPARTMENT:** Oneida Judiciary  
**LOCATION:** 2630 W. Mason Street, Green Bay, WI 54303  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Family Court Judge  
**SALARY:** NE8 \$18.65/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** January 11, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** January 18, 2018  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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 functions of the Family Court of the Oneida Judiciary incorporating the mission, values and competencies of efficient and effective court management. Perform a variety of duties including, but not limited to: timely case management to keep track of cases and case statistics, calendar and docket management, court reporting, customer service and staff support duties and thorough knowledge of court policies and procedures for the Oneida Judiciary. Assist with legal and administrative matters to all branches of the Judiciary in timely processing of case files for adjudication, assisting clients, maintaining the docket, updating the calendar and keeping written records of court proceedings. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide case management for the Family Court 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; copying, authenticating, and certifying documents as needed.
2. Sort and file legal materials; locate and pull court files; verify that materials placed in files are complete; prepare new court folders in accordance with specific procedures.
3. Review documents, research discrepancies and develop the court calendar.
4. May assist, maintain, and operate Court Management Software programs which includes, but is not limited to: implementation of processes and procedures; staff training, and drafting user instructions.
5. Open, date and time stamp, sort, and distribute incoming confidential legal documents and mail; prepare outgoing specialized mailing; maintain logs, lists, rosters and court records as needed.
6. Establish, maintain, and secure active/closed case files or systems of legal records; compile workload and status records; locate and abstract data from files and case records.
7. Screen incoming calls and correspondence; exercise independent judgment and respond accordingly.
8. Record and/or transcribe written records of all legal proceedings, including pre-trials, hearings, trials, and oral arguments which includes, but is not limited to: operating digital/electronic court reporting software; setting up courtroom and equipment; marking and maintaining exhibits; preparing opening statement and administering the oath to witnesses.
9. Perform a wide variety of legal support for court functions, policies, and procedures within the area assigned.
10. Prepare and track statistics on cases and records for monthly reporting as needed and as required for judicial purposes.

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**DUTIES AND RESPONSIBILITIES: (Cont.)**

11. Provide answers to inquiries regarding the status of cases and procedure, without giving legal advice or violating confidentiality.
12. Inform clients and the general public on the rules of procedure and assist clients in filing the appropriate forms with courtesy and respect.
13. Assist with the administration of the per capita attachment claims ensuring accuracy and compliance with the per capita ordinance.
14. Independently administers the guardian ad litem roster, including the coordination of appointments and responses to inquiries.
15. Act as a liaison to other governmental agencies, attorneys/advocates, and litigants as directed by the Oneida Judiciary.
16. Contribute to a team effort and accomplish related results as required.
17. May cross train and serve as a backup to all branches of the Judiciary to assist with 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.
18. Identify potential issues and recommend changes in regulations, procedures, forms and policies to improve the judicial process.
19. Contribute to program planning which includes, but is not limited to: establishing measureable goals and objectives annually.
20. Provide personal integrity and service to justice under the laws of the Oneida Nation.
21. Attend meetings and trainings as required.
22. Ensure the confidentiality and security of documents, recorded information and interpersonal communications in all Oneida Judiciary matters.
23. Adhere to all Tribal Personnel Policies and Procedures, Tribal and Judiciary Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
24. Adhere to cash handling procedures according to departmental standards.
25. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with a Court Clerk 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. Frequently walk, sit; use hands and arms; talk and hear. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting or courtroom with a moderate noise level.
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. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
2. Knowledge of records management and basic accounting procedures.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Skill in operating digital/electronic court reporting software.
5. Excellent writing skills for generating legal document and correspondence.
6. Ability to communicate effectively and carry out instructions furnished 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 display customer service skills both internally and externally.
9. Ability to represent the organization in a professional manner, building respect and confidence.
10. Ability to handle multiple tasks, and close attention to detail.
11. Ability to exercise independent judgment to enhance efficient operations.
12. Ability to evaluate operations and continually seek improvement in results.
13. Ability to work independently with minimal supervision.
14. Ability to obtain Notary Public License.
15. Ability to become certified in a National Education Association of Tribal Court Clerks.
16. Must complete training and certification for application administration 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.

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**STANDARD QUALIFICATIONS: (Cont.)**

19. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
20. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
21. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Nation's Vehicle Driver Certification and Fleet Management 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. Have a basic understanding of Oneida Laws as they relate to court procedures, such as Rules of Civil Procedure, Rules of Appellate Procedure, the Family Court Law and Rules, and the Laws related to the Family Court.

**MINIMUM QUALIFICATIONS:**

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

1. Associate's Degree in Paralegal, Criminal Justice, or closely related field; two (2) years experience, paralegal or legal intern experience in civil or child support duties; an equivalent combination of education and experience may be considered.
2. Must be able to type fifty-five (55) wpm. **(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**