



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-038
TRIBAL COURT
COURT CLERK

Position Title:	Court Clerk	Pay Level:	\$11.65-\$17.48
Position Open Date:	5/24/2024- Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Court
Supervisor:	Court Administrator		

POSITION SUMMARY:

Responsible for providing varied secretarial and office administrative assistance to tribal court operations and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); AND two (2) years of office support and administrative experience. Must speak Towa.

REQUIRED CERTIFICATES, LICENSES, TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; take messages or refers the caller to the proper person.
- Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Assigns a Case Number and logs Criminal Complaints, Traffic Citations and all other court documents once filed in Court.
- During court proceedings, notes are taken, and Liberty Recording Laptop is use to record minutes.
- Corresponds with Law Enforcement in relation to proper paper documentation, court hearings and transport.
- Ensures that Community Service Work hours are recorded once defendant provides his/hers hours on their case; processes documents filed by the Probations Officer or the Veterans Coordinator for the Adult Diversion defendants-Veterans.
- Prepares authorization for Governor/Judge's signature on incoming court documents from outside agencies to be served upon a tribal member or a resident living on the Pueblo; Tribal Officials or Police Department are contacted for service of the documents.
- Receipts payments submitted by defendants and record on their case file; submits the receipt book to Finance Office for Deposit; records payment on defendant's case file.
- Coordinates with the Judge to schedule is sent to Jemez Police Department and Behavioral Health.
- Organizes and maintains various office files; purges files as required.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including filing and business letter writing.
- Operation of common office equipment, including computer equipment.
- Computer applications related to the work.
- Policies for managing funds and performing accurate arithmetic calculations.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with the public, in person and over the telephone.
- Policies, procedures, rules, and regulations related to the court.
- Legal and court terminology.
- Customer service and public relations methods and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Organizing court activities and recording court proceedings accurately.
- Interpreting, applying, and explaining applicable codes and regulations.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Using tact, discretion, initiative, and independent judgment established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Providing customer services in the most cost effective and efficient manner.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024