



**Job Title: DEPUTY COURT CLERK**

**Department /Office:** Hopi Trial/Tribal Court  
**Reports to Whom (title):** Chief Court Clerk  
**Salary /Hourly Range:** 34  
**Job Classification Code:** 8810  
**Level of Background Check:** 1B  
**FLSA Status:** NON Exempt, Full-time  
**Driving Required:** Yes, As Required  
**Revised:** 04/02/2013

**JOB DESCRIPTION:**

The work includes duties of moderate to considerable difficulty involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phases, or issues involved in each assignment and the chosen course of action may have to be selected from several alternatives.

**SCOPE:**

This position performs full level of legal secretarial office work of moderate to considerable difficulty. Works involves considerable exercise of independent judgment and confidentially in support of administrative and professional activities of the Hopi Trial/Tribal Court.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Attend court proceeding of assigned cases, administers oath to witnesses and jurors, records all court proceeding and hearing to a full automated recording and case management systems; arranges for payment of court fees; takes and transcribe complex and confidential dictation; data entry into fully automated filing system.
2. Performs legal secretarial duties in a court of law, i.e. types, processes, and prepares court dockets, legal documents, correspondence and reports; examines edits and resolves discrepancies in documents submitted to the court; ensures strict adherence with established laws, ordinances and established court procedures.
3. Prepares case folders, files and, routes documents to respective departments and personnel; accepts all court filings pertaining to criminal, civil juvenile, children's and appellate court cases; assigns docket numbers; schedules and maintain a fully automated court calendar for hearings.
4. Prepares and draft court orders, summons, subpoenas, and pertinent legal documents for hearing and/or meeting; assures strict accuracy of information on all documents.
5. Establish and maintains an efficient case and records management system (manual/automated), i.e. filing system, tickler system, tracking log cross reference systems etc.; handles confidential and sensitive information/data in accordance with established policies and procedures; processes and maintains exhibits.
6. Receives and receipts payments and deposits for court related fines, court cost, bonds and filing fee; prepares daily/weekly deposits; provides record of all financial transaction to the Tribal Treasurer.
7. Provides direct customer service to the general public, staff, law enforcement and tribal government agencies; provides office reception for judges by receiving telephone callers.
8. Performs other related duties as assigned or authorized in order to achieve Tribal Courts goals and objective.

**PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work unit, supervisor, Judges, Attorney/Advocates, tribal, state, and federal law enforcement officers, Prosecutor's Office, and the general public. The purposes of the contacts are to exchange information, coordinate work efforts, provide assistance, and establish a network of resources. Some contacts may present themselves as uncooperative or have difficulty in conveying information.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is sedentary and performed in an office and courtroom setting. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and court room settings. Occasional travel off the Hopi reservation is required.

**MINIMUM QUALIFICATIONS:**

1) Required Education, Training and Experience:

A. Education: Associate of Applied Science in Secretarial or Legal Assistant;

AND

B. Experience: Four (4) years' experience in a court system or considerable clerical/secretarial experience in a legal field involving face-to-face public contact and customer services;

OR

C. Any equivalent combination of education, training, and experience which demonstrates the ability to perform the duties of the position.

2) Required Knowledge, Skills and Abilities:

A. Knowledge

- Knowledge of administrative management principles, practices and methods
- Knowledge of effective supervisory methods, techniques and practices
- Broad knowledge of Tribal laws, regulations, statutory requirement & regulation, Hopi Tribal Ordinance 21 and legal terminology, applicable to court operations and proceedings
- Broad knowledge of Tribal Code
- Knowledge of basic accounting/bookkeeping practices
- Excellent knowledge of the use of business English, spelling & math, composition & formatting of letter, memos, etc. with a high degree of proper usage of punctuation and grammar
- Knowledge of the FullCourt Case Management Systems
- Knowledge of modern office machines & equipment, printers and applicable software
- Knowledge of excellent customer service principle, practices and quality standards
- Knowledge of human & public relations skill

B. Skill

- Excellent verbal and written communication skill to prepare correspondence, reports and communicate with other
- Skill in applying the FullCourt Case Management Systems
- Good skills in operating basic office equipment, computers, printers and other modern office equipment and applicable software
- Good Management skills
- Good human and public relations skills
- Excellent skill in the of proper use of business English, spelling & math; composition & formatting of letters, memos, etc. with a degree of proper usage of punction and grammar

C. Abilities

- Ability to maintain confidentiality of all court matters
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities, and timelines
- Ability to explain legal documents
- Ability to operate a variety of office equipment, such as computers, printers, fax machine, copier machines with efficiency and accuracy
- Ability to become thoroughly familiar with tribal and office mission, goals, and operations, policies and procedures, rules and regulations and provide such information internal and external customers on as needed basis
- Ability to follow written and verbal instructions
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain an efficient working relationship with coworkers, attorneys', community officials and general public
- Ability to perform all physical requirements of the position; agree to maintain a drug free environment
- Ability to deal professionally, effectively and courteously with the general public, other employees, tribal officials and outside agency officials
- Ability to keep records and files, accurate and organized; to maintain the confidentiality of materials/documents; and to prepare accurate reports from such records as necessary
- Ability to compose clear, understandable and grammatically correct correspondence on routine, sensitive or confidential matters
- Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with the Hopi Tribe Policy and Procedures and maintain compliance throughout employment. All offers of employment will be contingent upon successful completion of all references, checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirements.
2. Must possess a valid Arizona Driver's license and complete/pass the Hopi Tribes' Defenses Driving Course.
3. Possess or be eligible to obtain Notary Public Commission
4. Must be bondable to accept and process court payment(s)
5. Must not have been convicted of any misdemeanor(s) within the past twelve (12) months or a felony since age 18.

DESIRED REQUIREMENT:

1. Speak and understand the Hopi Language

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