

CHEYENNE RIVER SIOUX TRIBAL COURT  
JUDICIAL DEPARTMENT  
CRIMINAL COURT-CHEYENNE RIVER SIOUX TRIBAL COURT  
CLERK OF COURT

DESCRIPTION OF WORK

General Statement of Duties: It shall be the duty of the Clerk to keep all records, files, dockets or other records required to be kept and further to keep a written record of all proceedings of the Court, to administer oaths, to collect and account for all fines, bail or bond money, fees or other charges which cause money to come to the court, to deposit and account for all such monies in the manner prescribed by the Tribal Council and to disburse such money as authorized by law. The clerk shall further assist the court in any way required to facilitate the performance of its duties, to aid the police or private citizens in their dealings with the court, and may render assistance to individual members of the Tribe or their counsel in drafting of documents incidental to proceedings in the Courts.

Supervision Received: Works under the immediate supervision of the Court Administrator.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Primarily responsible for handling trials and assists with arraignments, however will assist with all the other courts as needed.

Prepares dockets or calendar of cases to be called.

Examines legal documents submitted to the court for adherence to law or court procedures, prepares case folders, and poses and files or routes documents.

Secures information for judges, and contacts witnesses, attorneys, and litigants to obtain information for the court, and instructs parties when to appear in Court.

Administers oaths to witnesses, records minutes of court proceedings, and transcribes testimony.

Records case disposition, court orders, and arrangements for payment of court fees and fines. Collects court fees, fines and costs and records amount collected to the proper ledgers of account.

Compiles statistics for the monthly statistical report for Criminal Court.

Maintains all office and court files by keeping them up to date and in proper order.

Other job related duties as assigned.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: The Clerk is expected to possess a comprehensive knowledge of the Criminal Court procedures, the tribal code and rules related to the administration and operation of the principles and practices of records and data management.

Clerical, filing and typing, operation of various office machines used in the courtroom, including transcribing from tape recordings and basic computer skills. Must be a mature and dependable individual and must demonstrate fitness and competence for the appointment including familiarity with the Cheyenne River Sioux Tribal Constitution, Code and Judiciary.

Education: High School Diploma or GED.

Experience: Six (6) months in any position working with computers or in clerical.

Special Requirements: Must be a resident of the Cheyenne River Indian Reservation. Must be at least 21 years of age. Must never have been convicted of a felony. Must be able to maintain strict confidentiality.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Revised Date: 07.28.2016