



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	300-4200-001 300-4200-002 300-4200-017 300-4200-018 300-4200-019 300-4200-020	Last Revised:	07/10/2015
Position Title:	Assistant Court Clerk	Department:	Tribal Court
Reports to:	Clerk of Court	Division:	Judicial Branch

Primary Function: To aid and promote the judicial process by receiving, examining, preparing, and processing a variety of legal documents in support of court operations.

Job Duties and Responsibilities:

- Perform a variety of administrative and clerical duties requiring independent judgment to enhance efficient court operations, including assisting the Clerk of Court, the Cherokee Indian Police Department, Cherokee Court Judges, Attorneys, and the public.
- Maintains court records and files of both routine and confidential nature; makes appropriate entries to files; file-stamps various documents; ensures the smooth flow of files through the court system.
- Attends court hearings, motions, and trials to record minutes, administer oaths. Records and files exhibits introduced.
- Maintains court docket and schedules cases for hearings, conferring with the appropriate individuals according to established procedures and distributes dockets and related case files for review in a timely manner.
- Receives and examines legal documents for accuracy, completeness and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and file documents.
- Files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties, including notices of court actions.
- Responsible for routine correspondence received by the court requiring information or responses to inquiries.
- Advises attorneys, agencies, and the public on the status of cases in a professional and courteous manner; provides procedural information; answers inquiries not requiring technical legal advice; explains filing processes; explains fees and fines; assists individuals in locating material and information.
- Responsible for the recording system in the courtroom.
- Prepares documents in conformance with court orders, issues legal documents such as warrants subpoenas, and other official documents on behalf of the court; recalls warrants; exonerates bail; prepares judgments and dismisses or seals cases in accordance with established codes and court procedures.
- Accepts fines and fees; maintains and updates financial records.
- In jury trials: maintains jury list, calls roll of the venire, calls jurors to the box, directs excused jurors as to when and where to appear next, swears the jury, polls the jury when directed by the Court.
- Has knowledge of all phases of court operation to serve the public in the absence of other staff members.

- Performs a variety of office and court support work; maintains copies of documents; maintains and updates files and databases; generates reports; performs word processing; operates office equipment; maintains and retrieves archived records.
- Performs other duties as assigned.
- As an incidental duty, must maintain a valid North Carolina Driver's License

Education /Experience:	An Associate's degree in secretarial science, business, criminal justice or paralegal studies plus two years of relevant, responsible clerical experience is required OR an equivalent combination of education and experience performing legal clerical and public contact duties in a legal setting. Six months in the position would be necessary to become proficient in most phases of the job.
Job Knowledge:	Requires working knowledge of the operations of the Tribal Court system, Cherokee Tribal laws, regulations and court procedures. Knowledge of basic filing and financial record keeping systems, basic accounting practices, office procedures and practices. Ability to read and interpret legal documents. Must be able to communicate effectively with the public and employees of the organization, verbally and in writing.
Responsibility for Accuracy:	Computer entries, database entries, records, documents and all other correspondence must be accurate and well maintained. Reviewing work following established practice is necessary to prevent most errors.
Contact with Others:	Contacts include the public, tribal officials, BIA staff, attorneys, paralegals; and law enforcement officers of tribal, county, state, and federal agencies.
Confidential Data:	The Clerk's Office maintains public records as well as confidential information. Some court records and other legal documents may be deemed confidential by the Court. Must adhere to all tribal confidentiality policies and procedures in the performance of job duties.
Mental /Visual /Physical Effort:	A high level of concentration is required. Subject to frequent interruptions, by phone and in person, this requires varied responses with each contact. The duties of the job routinely require standing, walking, sitting for long periods of time, kneeling, crouching, reaching, seeing, speaking, and hearing. May occasionally lift and/or move up to 25 pounds.
Environment:	Most work is performed in a normal office environment, but while in the courtroom must be able to tolerate exposure to evidence and testimony that may be disturbing, offensive or unpleasant.
Scope of Supervision:	Follows well defined procedures and guidelines in job duties with minimal supervision. Handles all duties necessary for the operation of the Clerk's office in the absence of the Clerk of Court.
Resourcefulness and Initiative:	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems and conflicts independently. Initiative required to resolve inconsistencies and errors in files and records and to handle multiple projects simultaneously.