JOB DESCRIPTION

TITLE: Assistant Court Clerk

HOURS: 24 Hours per week

SALARY: $22.50 per hour

BENEFITS: Not Eligible for Benefits

SUPERVISOR: Court Administrator

JOB SUMMARY

This position is a part-time position funded by the BIA. The Assistant Court Clerk is responsible for assisting in preparation, maintenance and closing of all case files. Additional duties include implementation of court automation, accounting and maintaining all public information systems. The Assistant Court Clerk will maintain the Law Library.

ESSENTIAL JOB DUTIES:

- To undertake all duties and functions otherwise authorized for the clerk by Tribal law, or necessary and proper to the exercise of a duty or function authorized by Tribal law.
- To accept, when ordered by the Court, monies for the payment of civil judgement and to pay same by check to the party entitled to them.
- To certify a true copy of Court records, and to accurately keep each and every records of the Supreme Court and District Court, and such other lower courts as shall be established.
- To assist in providing a record to accurately and completely record all proceedings and hearings of the Courts.
- To provide stenographic and clerical service to the Court.
- To assist in all grants awarded.
- To act as Librarian, and to keep and maintain the Court’s Law Library.
- To undertake all duties assigned or delegated to the Clerk’s office by Tribal law or Court Rule.
- To work co-operatively with the Elders Judiciary Committee (EJC), Judges, Court Administrator and Court Clerk. To carry out all duties assigned by the Court Administrator in collaboration with the Court Clerk.
QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Individual must be of high moral character and integrity.
2. Must have a high school diploma or its equivalent.
3. Must be computer literate, including proficient at word processing, EXCEL and Database Management.
4. Must be physically able to carry out the duties of the office.
5. Must be free of any conviction of a felony or crime of moral turpitude.
6. Must be willing to work with Court Personnel in all duties as assigned.

Additional Information: Must possess a valid driver’s license and pass a CORI/background check and toxicology screening.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C, and Section 472)

Send Application, Resume' with Cover Letter to:

Mashpee Wampanoag Tribal Court
P.O. Box 480
Mashpee, MA  02649
Or email:
Nancy.Rose@mwtribe-nsn.gov