



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

April 30, 2019

#R6-19

Department: Judicial Department
Position: Temporary Worker – Clerk (Non-Exempt)
Reports To: Judicial Clerk of the Court
Salary: \$12.00 per hour

Job Summary:

To perform a variety of specialized clerical work in support of the operations and services of the Tribal Court; to process, record and file court documentation; assist the public with court procedures and services; provide clerical support to judicial and administrative personnel. Receives general supervision from Chief Judge, Judicial Clerk of the Court and Lead Court Clerk.

Duties & Functions:

1. Enter necessary information in the case management system to produce a variety of court documents including notices of trial dates, delinquencies in payments, refunds, forfeitures, revocations, judgments, dispositions and court calendars; prepare summons; file and reclaim file folders and court records.
2. Issue, record and process warrants; research computer data for prior warrants, violations and other pertinent data; prepare "show cause" orders and notifications for payment of bonds.
3. Perform a variety of computer data entry functions, review computer data and correct errors.
4. Set, log, and notify appropriate parties regarding hearings for motions, evidentiary motions, and domestic violence orders.
5. Provide information to parties requesting orders of protection and harassment injunctions; update files and forward to appropriate law enforcement authorities.
6. Respond to and resolve routine defendant requests and citizen inquiries.
7. Record monies posted for bonds, public defender, restitution, and fines; post cash reconciliation report; inform parties of amounts due; accept fine payments; issue receipts for payment; process cash and paper bonds; negotiate time payment contracts and monitor compliance.
8. Prepare correspondence, forms and reports such as reinstatement letters, jail commitment orders, and other Court documents for Tribal departments and other governmental



agencies; maintain files and records and provide assistance in all areas of court operations as needed.

9. Interact with Tribal internal departments and external agencies.
10. Assist in coordinating jury panel; act as a bailiff's assistant as required; prepare courtroom, judge's bench and daily paperwork.
11. Compile information to be used in statistical reports.
12. Perform or participate in projects, as assigned. This could include (but not be limited to) such projects as data clean up, filing and file audits.
13. Complete judicial education and training hours as required by the Tribal Court.
14. Scan cases in data base.
15. Perform related duties as assigned.
16. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
17. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Computer literate, good file management skills.
2. Ability to work well with others in a sometimes stressful, high volume work environment.
3. Experience working within the judicial system strongly preferred.
4. Possesses an understanding of legal terminology and knowledge of courtroom procedures.]
5. Clerical experience, including some public service contact or customer service, preferably in a court or law office.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:



Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

