



Judicial Branch of the Crow Tribe

CROW TRIBAL COURT

P.O. Box 489 Crow Agency, Montana 59022
Telephone: 406-638-7400 Email: info@crowtribalcourts.org

Deputy Clerk

Summary: Deputy Clerks of Court contribute to the efficiency of the Crow Tribal Court System by providing clerical-support to the various divisions of the Crow Tribal Court; e.g. – Criminal, Civil, Juvenile, Appellate, etc. Deputy Clerks of Court are generally under the direct supervision of the Clerk of Court. In the absence of a Clerk of Court, the Court Administrator serves as the direct supervisor of the Deputy Clerks.

PRINCIPAL DUTIES: Deputy Clerks are at the forefront of all interactions between the public or legal representatives and the Court. Deputy Clerks are responsible for filing, organizing, and maintaining court records, both hard copy and electronic. Deputy Clerks attend and record all proceedings in the Crow Tribal Court, administer oaths to witnesses, accept, record, and report on payments made by the public, draft and send notices, summonses and other court documents as required. Deputy Clerks must abide by the judicial branch code of conduct and maintain strict confidentiality of court matters.

MINIMUM QUALIFICATIONS:

Education & Experience: High School diploma or GED and at least six (6) months experience performing clerical and/or data entry related work.

Knowledge: Must have demonstrated knowledge of records management and public service. Knowledge of and/or experience with court operations and the criminal justice system is a plus. Must have, or be willing and able to acquire, knowledge of the laws and procedures of the Crow Law and Order Code.

Skills: Clerical, computer and communication skills are essential to this position. Must be skilled with technology and already possess a working knowledge of smart phones and the general Microsoft Suite programs for word processing, spreadsheets, emails, and related programs/functions. Must have excellent communication skills, both orally and in writing; including by email and text.

Abilities: Must demonstrate high moral character and integrity and be able to successfully pass a personal and criminal background check. A history of arrests may disqualify the applicant whether the arrests led to convictions or not. Must have a valid state driver's

license and successfully pass a pre-employment drug screen. Must have reliable and punctual attendance. Must be able to provide quality customer services to the public.

PREFERENCES: Pursuant to the Crow Tribal Workforce Protection Act, and Personnel Policies and Procedures, qualified Crow Tribal Members, Indians, and Veterans are entitled to receive preference. Knowledge of the Crow language is preferred, but not required. Experience with JustWare or any other court case management system is preferred, but not required.

COMPENSATION: \$12/hour-\$17/hour DOQ.

CLOSING DATE: Open until filled. First review of applicants will be held on Wednesday, May 19, 2021.

HOW TO APPLY: Submit the following documents to the Chief Judge of the Crow Tribal Court at P.O. Box 489, Crow Agency MT 59022, **OR** email them to info@crowtribalcourts.org

1. **Cover Letter** – Should validate the applicant’s ability to express ideas and convey information effectively. Telephone calls are not accepted in place of an employment application or letter of interest.
2. **Completed Application or Resume** – including three references; and
3. **Supporting Documentation** – This Position requires a driver’s license, and education or professional credentials.
 - a. The applicant must submit copies of certificates, licenses, degrees, and other supporting documentation.
 - b. Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge from any branch of military service are entitled to receive preference points during the interview process.
 - c. To verify Tribal Member or Indian Preference, applicants must provide a copy of their tribal identification.

Applicants who submit incomplete applications/supporting documents/other required materials will not be considered