



Crow Country

# JUDICIAL BRANCH OF THE CROW TRIBE CROW TRIBAL COURT

P.O. Box 489  
15 Forestry Lane  
Crow Agency, Montana 59022  
Phone: 406-638-7400  
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Chief Judge Myra J. Left Hand  
Associate Judge Darrin McDonald  
Associate Judge Julie Yarlott

## COURT CLERK Position Description

**Immediate Supervisor:** Clerk of Court

**Wage:** \$18.00 per hour; 1 year contract agreement for temporary employment and professional services

**Career Status:** Conditional upon successful probationary evaluation and budget appropriations.

**General Statement:** The Court Clerks contribute to the efficiency of the Court System by providing clerical support to the various divisions.

**Duties and Responsibilities:**

Attends and records proceedings in Tribal Court. Administers oaths to witnesses. Receives fine payments, issues receipts, and prepares daily reports. Prepares notices, summons and other court documents as required. Must maintain strict confidentiality exemplifies a courteous and professional manners that brings credit to the Crow Tribal Court and to the Crow Justice system.

Performance and competency standards shall include but not be limited to:

The ability to provide helpful and courteous services to the public.

Possess clerical skills, including computer operation, typing, and filing.

Have communications skills, including telephone etiquette, verbal and written.

Must maintain a professional business attitude toward coworkers and public.

Must be dependable and maintain reliable attendance, punctuality, and productivity.

Must demonstrate considerable experience with general office practices and procedures.

**Special Conditions of Employment:**

A background check and random drug testing are required. Pre-employment applicants being considered for employment must submit to an alcohol and drug screening prior to being hired or appointed.

**QUALIFICATIONS:**

- Must have a high school diploma or GED and have at least 6 months of clerical work experience.
- Must never have been convicted of a felony and have no misdemeanors within the past 12 months. Must be bondable.
- Must submit a letter of interest and resume
- Must have a valid Montana state Driver's License.
- Knowledge of the people and language of the Crow Tribe is preferred, but not required.
- Crow Tribal members and veterans given preference. Written proof required.