



JOB DESCRIPTION

Tribal Court/Probate Clerk

1. JOB IDENTIFICATION:

POSITION TITLE:	Tribal Court / Probate Clerk
FLSA STATUS:	Non Exempt
LOCATION:	Tribal Court
REPORTS TO:	Tribal Administrator
WORK SCHEDULE:	Full time

2. POSITION SUMMARY:

The incumbent serves as clerk of all Tribal courts and Tribal courts administrator and performs clerical work in the Probate Court requiring the application of some independent judgment and the interpretation of routine Probate policies and procedures. Oversees and manages all Tribal Court operations, including operations and services of all Tribal trial and appellate courts and administrative tribunals. Perform clerical duties, including preparation of docket of cases to be called; securing information for judges and court; preparation of draft realty documents, agendas or bylaws. Securing information for judges and court probate cases; answering official correspondence; keeping probate records and accounts; recording data, or collecting fees are also included.

3. ESSENTIAL JOB FUNCTIONS:

- Clerk of all Tribal courts and Tribal courts administrator. Oversees and manages all Tribal court operations, including operations and services of all Tribal trial and appellate courts and administrative tribunals. Receives, processes and serves all legal filings to Tribal courts and administrative tribunals, and issues Tribal court process.
- Oversees handling and filing, and files, all legal and court documents. Prepares, posts, and distributes all court dockets. Processes court and administrative orders.
- Serves as courtroom deputy in Tribal trial court and as appeals processor in Tribal appellate proceedings.
- Processes garnishments and similar filings to Tribal courts.
- Handles confidential and private judicial matters and papers, including juvenile, adoption, and Indian Child Welfare Act proceedings.
- Serves as liaison to outside Tribal judges, including assisting them in preparation for court dates. Prepares and/or oversees preparation of reports, as required by law, to Bureau of Indian Affairs. Oversees general preparation for Tribal court hearings, trials, and other proceedings.
- Handles other clerical responsibilities for Tribal courts as assigned under Tribal law.
- Prepare realty documents as needed.

- Update ownership files from Court and Administrative Judge's orders.
- Review and/or approve Trust Asset and Accounting Management System transactions prior to encoding.
- Communicate with owners, heirs, and/or lessees.
- Share in the effort of the Quapaw Realty Office to accommodate Indian owners in partitioning, acquiring and disposing of land and perfecting title.
- Prepare and/or oversee preparation of reports, as required by law, to land owners and the Bureau of Indian Affairs, and/or other governmental institutions.
- Record, provide and maintain records that affect titles to Indian lands.
- Type probate forms, certificates, and letters.
- Record probate case entries into permanent record books, assigning file numbers and establishing file folders and index cards.

4. NON-ESSENTIAL JOB FUNCTIONS:

- Participate in administrative staff meetings and attend other meetings and seminars as necessary.
- Answers phone and distribute mail as needed.
- Explain procedures or forms to parties in cases or to the general public.
- Assist the Realty Officer as needed.

5. JOB SPECIFICATIONS:

- KNOWLEDGE, SKILLS AND ABILITIES: Position requires that incumbents reside within driving distance of Quapaw Tribal governmental offices, or be willing to relocate to such area.
- Excellent knowledge of probate policies and procedures.
- Must be able to satisfy bonding requirements.
- Must have strong interest in developing expertise as a probate/realty clerk.
- Must demonstrate integrity and respect for the law commensurate with the importance of the position.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Attention to detail in composing, typing and proofing materials; excellent spelling, grammar and written communication skills.
- Must have good computer literacy with commonly used office programs.
- Excellent telephone and oral communication skills.
- Ability to establish priorities and meet deadlines.
- Ability to operate most standard office equipment.
- Maintain a current driver's license in good standing and have or be able to obtain security clearance if needed. Successful completion of a background security investigation is mandated as well.
- EXPERIENCE: Bachelor's Degree or at least five years actual experience as federal, tribal, state or municipal probate clerk is preferred.
- EDUCATION: Training and education in the field of court and/or probate operations are desirable. Must have actual probate proceedings, notice, due process, and court processes. Four-year college Bachelor's Degree or two-year Associate's Degree, or an equivalent experience as a probate clerk strongly preferred.
- PHYSICAL ABILITIES: The incumbent must be able to sit or stand for prolonged periods of time, as well as regularly reach above the shoulders; must be able to

push, pull, and lift up to and including 50 pounds without experiencing physical discomfort or pain. Excellent eyesight – with or without vision correction – is mandatory. Must be able to travel occasionally for business purposes, attendance of seminars, lectures, etc.

6. WORKING CONDITIONS:

The work is performed in an office environment with no disagreeable conditions.

7. DISCLAIMERS:

This job description encompasses and describes most but not all tasks and responsibilities of the job. The management reserves the right to change the nature of the job and the job description with or without prior warning, as well as to give special consideration to circumstances related to the essential job functions on a case-by-case basis. The incumbent may be required by the management to perform other duties as assigned.

This job description does not constitute a contract for employment and may be changed at the discretion of the employer. **PLEASE NOTE:** *Hiring preference in the following order will be provided to qualified members of the Quapaw Tribe of Oklahoma followed by spouse and caregivers of Quapaw Tribal members and then other federally recognized tribes.* The Quapaw Tribe of Oklahoma requires a valid driver's license that meets and/or exceeds tribal motor vehicle insurance guidelines. A designated candidate is required to successfully complete a pre-employment drug screen, criminal background check and confirmation of professional references.

Post dates 7/25/17 thru 7/29/17
