



JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
Applicants for the following position:

OPENING DATE: 09/18/2023

CLOSING DATE: 10/02/2023

DEPUTY COURT CLERK

JOB STATUS:

DEPUTY COURT CLERK
Career Field: Program Staff
Category: A
Pay Range: \$13.80-\$22.60
Classification: Non-Exempt
Full-time (30+ hrs)

LOCATION:

Penobscot Nation Tribal Court
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

- High school diploma or a GED **required**. Associate's degree in a relevant subject matter area (such as Pre-Law, Business Administration, Records Management or Social or Human Services) preferred.
- **Must** be 21 years of age or older, having never been convicted of a felony nor of a non-traffic misdemeanor within the past year.
- Applicant **must** speak, write, and understand the English language fluently and have solid grammar, math, computer, and reasoning skills.
- Fluency with Microsoft Windows, Word, and Outlook essential.
- The ability to learn and use an electronic case management, recording system and Tribal Access Program required.
- **Must** demonstrate competence in the skills essential to the preparation and maintenance of court records, including touch typing.
- **Must** be able or willing to learn how to convert text documents into fillable document format (PDF) in Adobe Acrobat or similar program.
- Ability to work in a fast-paced setting while executing excellent customer service skills necessary.
- Self-direction, organization, motivation and attention to detail required.
- **Must** be willing to respond to emergency calls occurring during non-regular business hours.
- Ability to grow and be part of a cohesive Court Team.

- Applicant will be required to undergo a criminal and financial background check and drug testing prior to hiring. Indian preference will be adhered in accordance with the Penobscot Nation’s Personnel Policies and Procedures.

HOW TO APPLY:

Applications available at the Penobscot Nation Human Resources Office or in the Secretary’s Office at the Community Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org. Submit completed applications and resume along with certifications to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 04468. For further information, call 817-7312 or email to Human.Resources@penobscotnation.org

JOB DESCRIPTION:

Position Title: Deputy Court Clerk

Department: Tribal Court

Reports to: Clerk of Court and Court Administrator

Rate of Pay/Category: \$13.80-\$22.60 per hr Category A

Status/Term: Non-Exempt, Full-time (30+ hrs)

Job Summary:

Perform a variety of administrative duties to process and manage the caseload of the Penobscot Nation Tribal Court and Appellate Court. Provide customer service to potential court users, litigants, judicial officers, attorneys, tribal government leaders, departmental personnel and the general public.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Prepare, type, review, process, and file court-related documents.
- Attend and keep a recorded and type-written record of the proceedings of the Tribal and Appellate Courts.
- Maintain strict confidentiality of court matters as mandated by Penobscot Nation law, policies, or rules of court.
- Collect and account for all fines, bail or bond money, fees or other charges which cause money to come to the Court including depositing and accounting for such monies in the manner prescribed by the Tribal Council and Court Administrator.
- Respond to inquiries from attorneys, litigants, law enforcement, judicial officers and the general public. Assist persons to access the court process, including rendering of general, non-legal advice.

- Prepare and maintain the daily court calendars including all hearings and trials, and other activities that utilize court space.
- Schedule hearing and trial dates and times and ensure all case-related materials are assembled in advance of the proceedings.
- Assist judges and justices to prepare and issue all legal orders and other documents.
- Notarize and/or certify legal and court documents.
- Organize, prepare and maintain all court-related space so that it is clean, orderly, presentable and useable at all times.
- Collect and maintain all evidence and other case-related materials; and,
- Undertake all other administrative duties that may be assigned by the Clerk of Court or Court Administrator.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

- High school diploma or a GED **required**. Associate’s degree in a relevant subject matter area (such as Pre-Law, Business Administration, Records Management or Social or Human Services) preferred.
- **Must** be 21 years of age or older, having never been convicted of a felony nor of a non-traffic misdemeanor within the past year.
- Applicant **must** speak, write, and understand the English language fluently and have solid grammar, math, computer, and reasoning skills.
- Fluency with Microsoft Windows, Word, and Outlook essential.
- **Must** demonstrate competence in the skills essential to the preparation and maintenance of court records, including touch typing.
- **Must** be able or willing to learn how to convert text documents into fillable document format (PDF) in Adobe Acrobat or similar program.
- Ability to work in a fast-paced setting while executing excellent customer service skills necessary.
- Self-direction, organization, motivation and attention to detail required.
- **Must** be willing to respond to emergency calls occurring during non-regular business hours.
- Applicant will be required to undergo a criminal and financial background check and drug testing prior to hiring. Indian preference will be adhered in accordance with the Penobscot Nation’s Personnel Policies and Procedures.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand, walk, kneel, bend, crouch, reach overhead, grasp, push, and pull, use hands to finger, handle, or operate objects, controls, or equipment. The employee must be able to work at a computer terminal for extended periods of time. The employee must spend several hours in a day listening closely with intense concentration. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, number differentiation, and sequencing. Specific hearing abilities required by this job include the ability to hear and differentiate voices

when multiple people are speaking or when in the presence of significant background noise. Work is performed most frequently in the busy court clerk's office and in the courtroom.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.

LICENSES/CERTIFICATES/REGISTRATIONS:

Must be able to obtain and maintain Notary Public designation within one year of date of hire.
Must hold and maintain a valid State of Maine driver's license.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request