



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Tribal Court Deputy Clerk  
**LOCATION:** S/M Tribal Court  
**SALARY:** \$15.00 per hour  
**Supervisor:** Chief Judge  
**Tribally Funded**

**POSTING DATE:** 5-4-22  
**CLOSING DATE:** 5-11-22  
**PAYGRADE:** 3

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

**GENERAL RESPONSIBILITIES:** The Deputy Clerk must be willing to undertake an attitude of service and professionalism, and function as a part of the Tribal Court Team. The Tribal Court operates as a branch of the Stockbridge Munsee Government and to the best of its ability, must meet the demands of the law and of tribal members.

### **STANDARD QUALIFICATIONS:**

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description
6. Must be COVID 19 fully vaccinated and remain up to date with required doses.

### **DUTIES:**

1. Assist Tribal Court Clerk with filing, copying, scanning, mailing, and functioning of Tribal Court as directed by the Chief Judge and the Court Clerk.
2. Must manage all collection of debt cases in their entirety, often in bulk, including providing service on the parties.
3. Prepare summonses, notices, and other court documents as directed, and also review court orders drafted by other agencies.
4. Assist with keeping all case files safe and secure; file accurately and promptly all relevant documents, such as Notices, Affidavits, Reports, Discovery materials, Pleadings, Court minutes, written Court Orders, Judgements Dockets, Correspondence, and other legal documents.
5. Assist the tribal Court Clerk with maintaining the Court's calendar and schedule.
6. Assist with prompt notification of parties of all relevant court hearings and ensuring proper service prior to Court.
7. Attend all court hearings as directed and keep minutes of all proceedings.
8. Where requested by a Judge, prepare a written summary if a trial or other hearings and proceedings.
9. Provide non-legal assistance to individuals, usually pro-se, telephonically and in person.
10. Provide overall judicial assistance to all acting judges, while preventing ex parte communication
11. Keep all databases current with party contact information, documents, and cases status details.
12. Manage dismissed and closed case files by archiving in electronic form.
13. Must work effectively as part of the team of Tribal Court Employees.
14. Work cooperatively with other tribal and no-tribal agencies and appointed Guardian ad Litem.
15. Must display a professional attitude at all times in person and on the telephone.



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16. Sort incoming mail and redirect or distribute as necessary.
17. Post Tribal Court docket on a weekly basis.
18. Must maintain strict confidentiality.
19. Must maintain an acceptable departmental attendance record.
20. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
21. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures, and land use codes.
22. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## QUALIFICATIONS:

1. Legal experience is preferred.
2. Must have a High School Diploma or GED.
3. Must be able to maintain and organize files and records.
4. Must have basic computer skills with a working knowledge of Microsoft Word, Excel or other similar software programs.
5. Must be able to maintain strict confidentiality.
6. Must be willing to become familiar with the community.
7. Must have good oral and written communication skills.
8. Must be able to type 50wpm.
9. Must be reliable and trustworthy.
10. Must be willing to attend all applicable training.
11. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must be able to obtain and maintain Elder/Youth License.
13. Must be eligible for coverage under the employer's liability insurance.
14. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
15. Must abide by departmental and organizational safety, testing, and uniform guidelines.
16. Must be able to meet physical requirements of position.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to fifty (50) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

## SUBMIT APPLICATION TO:

**Human Resource Department  
Stockbridge Munsee Community  
W12635 Cty A  
Bowler, WI 54416**



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**WE ARE A DRUG FREE EMPLOYER**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE**

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.