



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 01/14/2025

Closing Date: 01/28/2025

Position Title: Court Clerk III

Department: Administration

Work Schedule: Monday- Friday 8:00AM-5:00PM

Wage Rate: Pay Range 61: \$35.18-\$45.06/ HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Court Clerk III

WORKSITE: Tule River Justice Center
129 S. Reservation Rd
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the general direction of Court Administrator, the Court Clerk III plans, directs and supervises the work of Court support staff. This position is responsible for overseeing a variety of complex document processing duties, maintaining an accurate court docket, managing judicial assignments, coordinating meetings with judicial officers and tribal leadership and departments, and providing back up support for other court support staff as needed.

DUTIES AND RESPONSIBILITIES:

1. Leads the work of the Court support staff; trains, coaches, and instructs in work procedures and courtroom operations; observes and reviews work practices; reviews quality of completed paperwork.
2. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
3. Provides information regarding cases and court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating material and information.
4. Verifies, enters, retrieves, corrects and updates information in manual or automated recordkeeping systems.
5. At the direction of the judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures.
6. Prepares a variety of documents related to court operations including court minutes, court calendars, notices of hearings, court appearances or petitions; coordinates the flow of documents necessary for court assignments.
7. Accepts fines and fees; makes appropriate journal entries; issues receipts and balances cash drawers.
8. Handles routine correspondence related to unit operations through the preparation of memos, letters and reports utilizing computers and related software including word processors and spreadsheets.
9. Assists with analyzing court procedures, formulates administrative procedures, forms and processes, develop efficient workflow methods, and implements manual/automated

systems; Serves as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.

10. Attends court sessions and take minutes of actions and proceedings; operate electronic recording device, request clarifications of instructions and order of actions to properly note the official court record; Impanels and polls jurors, records challenges, administers oath or affirmations to witnesses and jurors, record jury service, and calculates jury billing on Civil/Family Law cases and present bill to attorneys.

QUALIFICATIONS:

1. Must be 18 years of age or older
2. AA or Bachelor Degree Required (Work Equivalency or Certified Training Considered)
3. Minimum of 4 Years of increasingly responsible clerical experience, including 2 years' experience of preparing, processing or working with a wide variety of legal documents for court action with extensive public contact in a courtroom setting
4. Supervisory experience or management experience
5. Must be able to type 50 wpm accurately
6. Must have excellent communication skills
7. Must have excellent planning and organizing skills
8. Must have the ability to work with others, or with little to no supervision
9. Must successfully complete a pre-employment drug/alcohol screen and extensive background investigation

KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic computer skills to include Microsoft Word, Outlook and Excel
2. Use of calculators, office equipment, and other specialty equipment
3. Basic math skills; ability to add, subtract, multiply, and divide to calculate fines
4. General clerical procedures to maintain a variety of court files and records
5. Ability to be patient, tactful and courteous when dealing with co-workers and the public
6. Communicate verbally with people of various ethnic, educational, and socioeconomic backgrounds as well as with local, city county, state and federal professionals with patience, tact, courtesy, and self-restraint to convey information
7. Retain and recall details of conversations and oral work assignments
8. Give and follow written and oral instructions; organize and coordinate work in proper step-by-step order
9. Adjust to changes in workloads under stress conditions
10. Maintain confidentiality and sound judgment

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position reports to: Court Administrator and Chief Judge

Supervises: Court Clerk I

Salary: Pay Range 61: \$35.18-\$45.06 (DOE / DOQ)

Working Hours: Monday – Friday 8:00AM – 5:00PM (Must be flexible for schedule change, Holidays, Nights to accommodate Court needs and Emergencies)

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE