MI'KMAQ NATION

JOB DESCRIPTION

TLE: Tribal Court Clerk
Classification: Salaried / Exempt
Immediate Supervisor: Tribal Court Administrator
Pay Range: $21-$30 per hour

Position Summary: The Tribal Court Clerk serves as the initial point of contact for the Tribal Court, providing respectful and responsive support to the Tribal Court Administrator, attorneys, and the ICWA department. This role requires maintaining confidentiality, managing court documents and calendars, and assisting court staff and the public.

Experience and Education: Minimum of **2 years of relevant work experience** in court administration, legal services, records management, or a related field.

- Relevant post-secondary education, such as an Associate's degree or coursework in Pre-law, Business Administration, Records Management, Social Services, or related areas, is preferred but not required.
- Demonstrated ability to manage confidential information with discretion.
- Experience with case management software, Microsoft Office Suite, and internet-based applications is required.
- Experience working in a legal or Native advocacy environment is preferred.
- Indian Preference will be adhered to following the Mi'kmaq Nation Personnel Policies and Procedures.

Licenses and Certifications

Skills, Knowledge, and Abilities (SKA): Proficient with Microsoft Office Suite (Word, Excel, Outlook) and internet-based case management systems.

- Strong organizational skills and attention to detail.
- Effective written and verbal communication skills to prepare professional documents and interact with diverse groups.
- Ability to maintain strict confidentiality and exercise professionalism.
- Capacity to work independently, take initiative, and function well as part of a team.
- Ability to balance multiple tasks and work under pressure.
- Familiarity with Tribal laws and court procedures, or willingness to learn quickly.

Working Conditions: Primarily office-based with extended periods at a computer terminal and focused listening during court proceedings.

- Occasional out-of-area travel for training and meetings.

Criminal Background Check

This position requires full compliance with a criminal background check, including fingerprinting. Candidates will be disqualified if they:

- Have been convicted of any sexual offense.
- Have two misdemeanor or one felony convictions related to violence, crimes against persons, or offenses against children.
- Have a conduct history raising concerns about trustworthiness or risk to any Indian child.

- Are subject to a restraining order from a hearing prohibiting harassment, stalking, or threats to an intimate partner or child.

Essential Functions and Tasks

- Prepare, type, review, process, and file court-related documents accurately and in a timely manner.
- Attend Tribal Court proceedings and maintain accurate, typewritten records.
- Maintain the confidentiality of court matters following Mi'kmaq Nation laws, policies, and court rules.
- Maintain and develop court forms as needed.
- Collect, account for, and deposit fines, bail, bond money, fees, and other charges per Tribal Council and Court Administrator directives.
- Respond to inquiries from attorneys, litigants, law enforcement, judicial officers, and the public; assist individuals with general, non-legal information about court processes.
- Prepare and maintain court calendars, scheduling hearings, trials, and other court activities.
- Ensure all case materials are prepared and organized before proceedings.
- Assist judges and justices in preparing and issuing legal orders and documents.
- Perform other duties as assigned by the Tribal Court Administrator.

EVALUATION

Feedback will be practiced on an ongoing basis, and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and other actions, are based on meeting all requirements outlined herein, as well as Tribal need, the employee's good standing (including the absence of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is