

EMPLOYMENT OPPORTUNITIES



Department: Nisichawayasihk Cree Nation
(NISICHAWAYASI COURT)

Deadline: Open until filled

Salary Range: *TO BE DETERMINED*

Position: *Court Clerk I*

Start Date: ASAP

Ref #: 2023-07-26-001

Position Summary/Job Description:

Under the direct supervision of the Court Administrator, the Court Clerk performs a wide variety of Nisichawayasi Court support work requiring knowledge and understanding of court processes.

Duties & Responsibilities:

- Process citations, complaints and supplemental information on cases filed with the court.
- Type notice of hearings, subpoenas, summons, warrants, commitments, court decrees, judgments, and program reports.
- Maintains the filing system assuring all records are secure and retrievable.
- Enters all cases and documents filed with the court into the case management system.
- Provide information to the public on court processes and procedures. Search and compiles information and data as requested.
- Receives, screens and makes the distribution of incoming mail based on the type of action to be taken. Types correspondence and submits to supervisor for review.
- Tracks fines and fee payments and maintains suspension lists.
- Receives, deposits court fine fees in the Nisi Court bank accounts.
- Prepares photocopies, verifies and certifies the validity of court documents when requested.
- Schedules hearings on the court calendar.
- Responsible for evidence received by the court and properly marks as evidence when presented.
- Acts as the court receptionist or counter clerk regarding public information.
- Attends court session and prepares a written record of all proceedings as minutes on dockets forms.
- Others duties as necessary.

Minimum Qualifications:

- Must type at least 40 WPM. The court clerk will be required to type accurately at a rate sufficient to produce final documents and enter information into the computer systems.
- Three (3) months of clerical experience
- Ability to read and interpret legal documents and procedure manuals.
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups.
- Ability to work independently.

Education Experience:

High school diploma/GED and three (3) months of clerical experience, preferably court or legal experience.

Conditions of Employment:

- Must have a valid driver's license
- Criminal Records Check and Child Abuse registry check.
- Must have the ability to read, write and comprehend simple instructions, short correspondence and memos. With the ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization.
- Knowledge of the Cree language is preferred but not required.
- Must be willing to train.

If you are interested, please forward your cover letter, Criminal Records Check and resume to:

Nora Thomas, Human Resource Administrator

Nisichawayasihk Cree Nation

Phone: (204) 484-2604

Cell: (204)307-1178 Fax: 484-2588

Email: norathomas@ncncree.com