

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Court Clerk
DEPARTMENT: Judicial Branch
LOCATION: Tribal Justice Center, Concho, OK
ISSUED: June 30, 2023 **CLOSING:** Until Filled

GENERAL DESCRIPTION:

The Chief Court Clerk is appointed by the Court Administrator subject to the approval of the Supreme Court. The Chief Court Clerk shall serve as the Clerk of the Supreme Court and the Clerk of the District Court. The Court Clerk shall supervise the Deputy Court Clerks and other Court Clerks of the court. The Chief Court Clerk reports to the Court Administrator.

DUTIES AND RESPONSIBILITIES:

- To undertake all necessary and proper functions authorized by law in exercising Court Clerk's duties and responsibilities.
- Subject to the approval of the Supreme Court, to supervise and direct the hiring, firing, and work of all court clerks and deputy court clerks.
- To collect all fines, fees, and costs authorized or required by law to be paid to the Courts, to receipt therefore, and to deliver them to the Tribal Treasurer for deposit in the Court fund.
- To accept, when ordered by the Court, monies for the payment of civil judgments and to pay same by check to the party entitled to them.
- To administer oaths, issue summons and subpoenas, certify a true copy of Court records, and to accurately keep each and every record of the Supreme and District Courts.
- To provide a record in the absence of a Court Reporter to accurately and completely record all proceedings and hearings of the Courts. If a Court Reporter is available, the Court Reporter shall have the authority to administer oaths and undertake such other Court functions as shall be provided by law or Court Rule.
- To undertake all duties assigned or delegated to the Clerk's office by Tribal law or Court Rule.
- Other duties as assigned

QUALIFICATIONS:

- At least two (2) years' experience in specialized legal field
- Knowledge of general office practices, property and supply, and courtroom procedures

- Knowledge of computer software, experience with database programs, phone and communications skills
- Must possess a current and valid Oklahoma Driver's License and have reliable transportation
- Demonstrates moral integrity and fairness in business, public, and private life
- No convictions of a felony
- No misdemeanors within the last three (3) years
- All applicants will be subject to and must pass a background investigation
- All employees are subject to random drug testing

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov