

MUSCOGEE (CREEK) NATION DISTRICT COURT POSITION DESCRIPTION

POSITION TITLE:	DEPUTY COURT CLERK OF OPERATIONS
EFFECTIVE DATE:	DECEMBER 25, 2006
DEPARTMENT:	JUDICIAL BRANCH – DISTRICT COURT
LOCATION:	MCN CAPITOL COMPLEX – MOUND BUILDING
TITLE OF SUPERVISOR:	DEPUTY COURT CLERK

SUMMARY OF THE POSITION

Under the general direction of the Deputy Court Clerk of Operations, the Deputy Court Clerk processes and updates all cases filed in the District Court. As the initial contact for attorneys and clients, the Deputy Court Clerk provides extensive customer service on a daily basis. Specifically, responsibilities include but are not limited to, processing new cases, updating existing cases, assisting with docket preparation, manages correspondence, collection of fines and restitution, and performing the various clerical duties of the front office.

PRIMARY DUTIES

Performs new case filing and pending case management; file stamps pleadings for cases; collects filing fees and service fees on cases; sets hearing date on cases; sorts, classifies, and files case records; retrieves files and makes copies of record for court personnel, attorneys, and others.

Ensures pertinent court staff remain informed of case status.

Primary court staff member responsible for answering telephone and call routing.

Processes and distributes incoming correspondence to appropriate personnel.

Reviews case files and case dockets for accuracy and completeness.

Assists in the preparation and mailing of court dockets & updates court address book.

Answers routine questions on office procedure and court protocol and refers people to the appropriate agency as needed.

Attends staff meetings and training seminars.

Prepares Marriage Licenses.

Performs duties for Continuing Legal Education Seminar.

Performs duties as a Notary Public.

SECONDARY DUTIES

Maintains Law Library; receives and processes library materials; and maintains checkout log.

Informs Deputy Court Clerk of Operations of office supply needs.

Assists on all special events.

Performs other duties as assigned.

QUALIFICATIONS

An associate's degree in criminal justice, legal studies, or related field with a minimum of two years legal administrative experience is preferred. Requires excellent organizational skills, communication skills, the ability to multi-task, and the ability to use modern computer programs in a dynamic work environment. Requires interpersonal skills with the ability to relate effectively with individuals from a variety of socioeconomic backgrounds. Must present a professional appearance and possess appropriate business attire. Must acquire a general knowledge of the Muscogee (Creek) Nation Code Annotated and judicial procedures during probationary employment period.. Must be able to obtain a notary public commission and a \$5,000 surety bond. Must agree to a 90-day probationary employment period. Must have a valid Oklahoma Drivers License.

