



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## JUDICIAL DATA ENTRY CLERK (TERM NOT TO EXCEED 1 YEAR)

### Position Description

<b>Opens: November 15, 2023</b>			
<b>Closes: November 27, 2023</b>			
<b>Department:</b>	Judicial Services	<b>Reports to (title):</b>	Judicial Services Director
<b>Job Code:</b>	N-7	<b>Job Location:</b>	Bois Forte Tribal Court Nett Lake, MN
<b>Pay Range:</b>	Min: \$14.29 Mid: \$17.87 Max: \$21.44	<b>Supervises:</b>	None
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	08/31/2023
<b>Indian Child Protection Background:</b>	Yes	<b>Revised Date:</b>	08/31/2023

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Judicial Data Entry Clerk will provide clerical and administrative support to the Tribal Court staff. The Judicial Data Entry Clerk will be responsible for data entry into the Full Court Software system and uploading backlog court history documents for all cases heard in an accurate and correct manner. The Judicial Data Entry Clerk will be responsible for organizing and preparing case file documents for scanning and data entry into the Court Software System along with sorting and filing all court paper files. The Judicial Data Entry Clerk additionally will assist with answering phones, making copies, and other supportive court administrative tasks as directed or needed.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Transfer data from paper formats and input into the Court database system Full Court Software and verify data by comparing it to source documents.
2. Data entry for a variety of historical backlog of paper documentation of court case flow components, including but not limited to arraignments, court hearings, probation violations for civil and criminal cases.
3. Defendant case entry creation into court software system as needed and input court history for all cases within Full Court Software.
4. Updates information into court files including, but not limited to: court minutes, holds, warrants, no contact information, correspondences, programs, and sentences.
5. Organize and prepare a large number of paper files for scanning documents into the Full Court Software system.
6. Responsible for a large amount of filing of all court record matters and assembling/labeling documents in chronological order within an organized manner.

## *Position Description*

7. Assists the Court Clerk as needed for back up with clerical activities of the court, including the court schedule or calendar and sending notices to parties such as typing, copying, and faxing, attend court proceedings and arraignments, as necessary.
8. Answer, transfer, and/or respond to all incoming phone calls and in-person inquiries as needed and ensure information and messages are delivered to the appropriate person.
9. Ensures quality of court records by reviewing files and monitoring various reports and documents so that the Court's records are maintained accurately and timely.
10. Performs special projects and administrative functions as assigned.
11. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
12. Performs other duties as assigned by the Judicial Services Director.

### **MINIMUM MANDATORY QUALIFICATIONS**

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|--|---|
| Experience:  | <ul style="list-style-type: none"><li>• One year of experience in a professional office environment.</li></ul>  |
| Education:   | <ul style="list-style-type: none"><li>• High school diploma or equivalent GED.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Must not have any felony or misdemeanor convictions in Federal, State or Tribal courts other than minor traffic violations.</li><li>• Ability to learn and understand what constitutes public and confidential information. Ability to maintain confidentiality in a strict manner of court proceedings, records, and documents.</li><li>• Ability to learn and utilize data-based system for data entry.</li><li>• Excellent oral and written communication skills.</li><li>• Excellent organizational skills and ability to sort alphabetically, numerically, and categorically, and ability to organize files and other data.</li><li>• Ability to solve problems.</li><li>• Excellent computer skills and ability to utilize scanners and upload documents into software system.</li><li>• Excellent grammar, proof reading, and writing and typing skills.</li><li>• Must be able to coordinate and complete a variety of confidential administrative and technical tasks with minimal supervision.</li><li>• Ability to work independently and within a team.</li><li>• Ability to maintain a high level of accuracy and attention to detail.</li><li>• Dependable and reliable and shows up for work on time.</li><li>• Exhibit time management, strong organizational and problem-solving skills, and multitasking abilities</li><li>• Be willing to learn the Tribal Codes and rules, legal processes, and legal language.</li><li>• Must have the ability to communicate professionally with public officials, attorneys, general public, police department, FBI, jails, and Judicial systems and staff.</li><li>• Abide by Tribal Codes and Tribal Court Code of Ethics</li><li>• Basic knowledge and ability to operate a computer workstation such as turning on/off, knowledge of basic functions and components, and general office equipment Use/storage/maintenance of multiple usernames and passwords.</li><li>• Knowledge of Microsoft Office Suite (Word, Excel, etc.), Zoom, Outlook, DocuSign, internet software and how to create and store electronic files.</li></ul> |

## Position Description

### PREFERRED QUALIFICATIONS

- Associate degree.

### WORK ENVIRONMENT

- Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**