



CHOCTAW TRIBAL COURT SYSTEM  
MISSISSIPPI BAND OF CHOCTAW INDIANS

CRIMINAL DIVISION  
CIVIL DIVISION  
PEACEMAKER DIVISION  
YOUTH DIVISION

PHONE (601) 650-1658 / FAX (601) 650-1674  
P.O. BOX 6012 / CHOCTAW, MS 39350

COURT SERVICES

PHONE (601) 663-7822 / FAX (601) 663-7821  
125 RIVER RIDGE CIRCLE / CHOCTAW, MS 39350

**JOB DESCRIPTION #078342**

**POSITION TITLE:** Court Clerk

**SALARY:** Negotiable

**OPENING DATE:** SEPTEMBER 27, 2022 **SEP 27 2022**

**CLOSING DATE:** OCTOBER 11, 2022 OR UNTIL FILLED

**SUPERVISOR:** Court Administrator

**LOCATION:** Choctaw Tribal Court  
Smith John Justice Complex

**TYPE OF EMPLOYMENT:** Regular Full- Time/ Non-Exempt

**SCOPE OF SERVICES:**

The incumbent works independently under the direction of the Court Administrator and serves as the principal contact for clerical support operations of the Choctaw Tribal Court. This individual would be responsible for the following duties: provides assistant to the general public, answering & screening telephone calls, maintain court files, process court documents, typing, collecting court fees and fines and promote the overall mission of the Choctaw Tribal Code.

**DUTIES AND RESPONSIBILITY:**

1. Issue summons, subpoenas, bench warrants, and other court documents as directed.
2. Utilizes basic computer skills in creating documents, storing information and filing reports.
3. Must be able to multitask and complete task in a timely manner.
4. Performs a variety of routine typing and general clerical duties and assist staff as appropriate.
5. File stamp all related court documents.
6. Ability to follow instructions, process complaints, petitions and etc. and/or assignments into court management system, in a timely manner and complete by deadlines.
7. Coordinate court schedules with attorneys and clients.
8. Attend scheduled or emergency court hearings.
9. Maintains and keeps confidential of all files, records, reports, correspondence, verbal communications, and related information pertaining to employees and clients.
10. Maintain good office habits such as being courteous and overall good working habits.
11. Compiling quarterly reports.
12. Notarize documents for the general public.
13. Performs other duties and responsibilities as assigned by Supervisor.

## **EDUCATION REQUIRED:**

Two year College Degree

Or

Successful completion of high school and experience that provides the applicant with sufficient knowledge to accomplish the duties and responsibilities discussed above.

## **QUALIFICATIONS:**

1. Strong organizational and analytical skills
2. Is of good moral character and integrity
3. Demonstrates competence in basic skills essential to the maintenance of court records.
4. Computer literate with fundamental knowledge of MS Word, Excel and Power Point.
5. Requires skills in use of copier, fax and related office equipment.
6. Good work habits, attendance records and interpersonal skills is a must.
7. Ability to type 60 wpm is preferred.
8. Ability to speak Choctaw and English preferred.
9. Dress accordingly to a professional environment.
10. Have never been convicted of a felony and not convicted of any misdemeanor within the past 12 months.
11. Must complete and pass criminal background check on local, state and national levels.
12. Must have dependable transportation, possess liability insurance and valid Mississippi Driver's License is required.
13. Strong moral and ethical foundation
14. Preferential treatment will be extended to qualified Indian Applicants.

**NOTE: The Administrative Personnel Policies & Procedure of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw Ms 39350