



File Clerk (Temporary Contract)

Reports to: Chief Clerk/Administrator

effective: 10/13/23

Salary (Grade): \$18.00/hr

Status: Reg. Part-Time
(Non-Exempt)

Location: 228 Industrial Road, Winnebago, NE 68071

Job Purpose & Position Overview

Prepares and maintains electronic case files on all cases which will include civil, criminal, child support, and supreme court. Attends court hearings, arraignments, and trials to assist the judge as needed, and records court proceedings.

This is a contracted position. The contract will end when all funding has been depleted or the work is completed, whichever comes first.

Specific Job Duties/Responsibilities:

- Demonstrates the Winnebago Tribe's core mission, vision, and values.
- Updates all current documentation electronically filed.
- Prepares case files to be scanned and filed electronically, ensure files are complete.
- Maintains an organized and structured procedure to convert hard-copy files to electronic.
- Prepares hard-copy files for shredding.
- Prepare and maintain all active/pending case files in an orderly fashion.
- Saves, maintains, and manages electronic files.
- Must be familiar with all areas of the court and filing systems of all case files (forms, different procedures, etc.)
- Will maintain confidentiality of all clients records as provided by law.
- Duties listed are only an illustration of various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the process.

Required Qualifications/Skills:

- Ability to maintain utmost confidentiality of all client's files as provided by the law.
- Keyboarding abilities of at least 55 WPM with accuracy.
- Proficient in the use of word processing and data base software.
- Must possess the ability to work with all personalities of people who call on the court.
- Must possess a good command of the English language, both orally and written.
- Dependability not only in regard to being at work and on time but also in following through on all assignments and unsupervised work projects.
- Must follow the Court of Ethics established for all Winnebago Tribal Court Personnel.

Education Preference:

- High School Diploma or G.E.D. is preferred.

Supervisory Responsibilities:

- None



Physical Requirements:

- Normal to light office work which includes the ability to lift up to 10 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and hear.

Mental Requirements:

- Reading, writing, calculating
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision

Language Requirements:

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

Certificates, Licenses & Registrations:

- All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31, C and D, which require all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies and to comply with PL 101-630 and PL 101-637 regarding criminal records check.

HOW TO APPLY:

- Submit a resume, cover letter, and two (2) letters of recommendation to jennifer.berridge@winnebago-tribe.com.
- If claiming Native American or Veteran preference, please include pertinent documentation.
- Call Jennifer Berridge at 402-878-2570 for further information.

As provided by Federal Law, all qualified Native American applicants shall receive preference over Non-Native American applicants. In the absence of qualified Native American applicants, consideration will be given to all other applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.

JOB CLEARANCE SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE