

# HOULTON BAND OF MALISEET INDIANS

## Job Description

Job Title

Approved 01/14/2025

### Deputy Court Clerk

**STATUS: Full Time**

**SUPERVISED BY: Court Clerk/Administrator**

**SALARY RANGE: \$17.79-\$20.19**

**ROLE:** Perform a variety of administrative duties to process and manage the caseload of the Wellness Court. Provide customer service to potential court users, litigants, judicial officers, attorneys, tribal government leaders, departmental personnel and the general public.

#### POSITION RESPONSIBILITIES:

- Prepare, type, review, process, and file court-related documents.
- Attend and keep a recorded and type-written record of the proceedings of the Tribal and Appellate Courts.
- Maintain strict confidentiality of court matters as mandated by HBMI policies, or rules of court.
- Collect and account for all fines, bail or bond money, fees or other charges which cause money to come to the Court including depositing and accounting for such monies in the manner prescribed by the Tribal Council and Court Clerk/Administrator.
- Respond to inquiries from attorneys, litigants, law enforcement, judicial officers and the general public. Assist persons to access the court process, including rendering of general, non-legal advice.
- Prepare and maintain the daily court calendars including all hearings and trials, and other activities that utilize court space.
- Schedule hearing and trial dates and times and ensure all case-related materials are assembled in advance of the proceedings.
- Assist judges and justices to prepare and issue all legal orders and other documents.
- Notarize and/or certify legal and court documents.
- Organize, prepare and maintain all court-related space so that it is clean, orderly, presentable and useable at all times.
- Collect and maintain all evidence and other case-related materials; and,
- Undertake all other administrative duties that may be assigned by the Court Clerk/Administrator.

#### MINIMUM QUALIFICATIONS:

- High school diploma or a GED required.
- Must be 21 years of age or older, having never been convicted of a felony nor of a non-traffic misdemeanor within the past year.
- Applicant must speak, write, and understand the English language fluently and have solid grammar, math, computer, and reasoning skills.
- Fluency with Microsoft Windows, Word, and Outlook essential.
- Must demonstrate competence in the skills essential to the preparation and maintenance of court records, including touch typing.
- Must be able or willing to learn how to convert text documents into fillable document format (PDF) in Adobe Acrobat or similar program.
- Minimum of two years' experience working in an administrative, preferably legal, setting preferred.
- Ability to work in a fast-paced setting while executing excellent customer service skills necessary.
- Self-direction, organization, motivation and attention to detail required.
- Must be willing to respond to emergency calls occurring during non-regular business hours. Must be bondable (i.e., insurable).
- Must be able to obtain and maintain Notary Public designation within one year of date of hire.
- Must hold and maintain a valid State of Maine driver's license.
- Pass pre-employment urine drug screening, state and federal criminal background checks.

**Responsibility for Safety and Health:**

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

**Physical Requirements:**

**Physical Abilities**

Bending	O	Sitting	F	<i>N (Not Applicable)</i>
Carrying	O	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	O	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, number differentiation, and sequencing. Specific hearing abilities required by this job include the ability to hear and differentiate voices when multiple people are speaking or when in the presence of significant background noise. Work is performed most frequently in the busy court clerk’s office and in the courtroom.

Application are available for download at our web site [maliseets.net](http://maliseets.net), at the front desk of the Administration Building or have one mailed to you by contacting the HR Coordinator at 532-4273 or e-mail [hr@maliseets.com](mailto:hr@maliseets.com). **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

**Applications will be accepted until close of business February 13<sup>th</sup>, 2025**

**TO APPLY:**

Submit an application to:  
Houlton Band of Maliseet Indians  
Attn: Jessica Huff  
88 Bell Road  
Littleton, Maine 04730

**The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.**