

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT  
P.O. Box 0  
San Carlos, Arizona 85550  
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## AMENDMENT No. 1

The amendment is issued to amend the Salary; all other information remains the same.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#17-141	October 10, 2017	October 24, 2017
POSITION TITLE AND DEPARTMENT	SALARY	
Court Clerk Tribal Court	\$29,000.00 Per Annum.	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Non-Exempt).
- Applicant will be subject to a local/Tribal and State Background Check.
- Applicant must not have been convicted of a felony or misdemeanor within the past nine (9) years. Must not have any pending charges or cases in any court. Must not have a DUI charge or conviction within the past five (5) years. **Note: Applicants must meet this requirement by completing Item No. 15 on the Application for Employment.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As Court Clerk under the direction of the Chief Court Clerk, the Court Clerk performs a variety of management, clerical and secretarial functions to facilitate the efficient, effective operation of the San Carlos Apache Tribal Courts. Maintains criminal, civil or other case dockets as assigned. Perform clerical duties such as filing, typing, copying and faxing documents as necessary. Process incoming and outgoing mail. Answer incoming telephone calls, giving out approved information and/or forwarding calls to appropriate staff. Review court filings for rule compliance and completeness. Open and close case files as necessary, aide thr Chief Court Clerk in maintaining the criminal history computer database and weekly court calendars. Accept payment of fines, bonds and fees, and prepare receipts when payments are paid. Assist public at court counter, answer questions as to court policies and procedures and perform a variety of support activities for the Judge in the courtroom. Perform the duties of the Chief Court Clerk when circumstances require and the direction of the Chief Judge or Chief Court Clerk. Perform other duties as assigned.

### QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High School graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had two (2) years of specialized experience.

Specialized experience is experience in a legal, judicial office or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

Proficiency Requirements:

In addition to meeting experience of education requirements, applicants for this position must show possession of Clerk-Typist skills and must have typing proficiency of **45** words per minute. *Note: Applicants must meet this requirement by completing Item No. 14., Office Skill, on the Application for Employment.*

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of tribal laws and codes, the Personnel Manual, and court procedures.
2. Knowledge of, computer systems, data entry keyboarding, and software utilized by the courts.
3. Knowledge of data collection, interpretation and analysis.
4. Ability to operate office equipment such as Xerox and fax machines, tape recorders, and telephones.
5. Ability to apply the San Carlos Apache Law and Order Code, Rules of Civil and Criminal Procedures, and Court Policy and Procedures Manual.
6. Ability to maintain strict standard of confidentiality and a high level of ethics.
7. Ability to provide service to customers in a friendly and professional manner.
8. Ability to communicate both orally and in writing.
9. Ability to speak and understand English and Apache.

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**OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**HUMAN RESOURCES OFFICE CLEARANCE:**

/s/Deidre Antonio  
Human Resource Specialist

October 18, 2017  
Date