



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com
VACANCY ANNOUNCEMENT

POSTING NO: 115-16

OPENING DATE: 09/07/2016

CLOSING DATE: 09/20/2016

POSTED: IN/OUT

POSITION: Court Clerk (Part Time 23 hpw)

PAY GRADE: NE6 (\$12.70/hr. to \$14.92/hr.)

FLSA STATUS: Non-Exempt

DEPARTMENT: Appellate Courts

REPORTS TO: Chief Justice

This position is located at the Pueblo of Isleta Appellate Court. Performs a variety of administrative, court reporting and staff support duties for the Appellate Court; assists in the timely processing of case files for adjudication. Maintains professional interactions with Justices, employees, visitors and community members.

Minimum Qualifications/Requirements:

- High School Diploma or GED
- Two years secretarial/office work experience in a law office or court setting preferred
- Tiwa speaking preferred

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Knowledge of court office functions, procedures, and policies
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment
- Skill in operating digital/electronic court reporting software
- Ability to use court room audio system
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to handle multiple tasks and meet deadlines
- Ability to maintain confidentiality and non-disclosure to third parties.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Must have fingerprinting completed prior to employment

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.