JOB ANNOUNCEMENT

CLERK OF COURT – ADULT CRIMINAL CLERK
RED LAKE NATION TRIBAL COURTS
Open: November 2, 2026 Closes: Until Filled

PRIMARY FUNCTION
Responsible for all aspects of the Court Administration being operating effectively and efficiently. Thus allowing the Judge to devote their time to the Administration of Justice. Full-time position with benefits, reporting to the Court Administrator. Salary; DOQ..

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Preparation of adult criminal complaints and scheduling the court docket in adult criminal related matters.
• Maintains a record of all proceedings of the Court and prepares all Court documents, complaints, subpoenas, warrants, commitments, maintain permanent files, and other documents incidental to the lawful function of the Court.
• Arranges courtroom for hearings, trials, and/or meetings.
• Attend hearings in Adult Criminal hearings, and take minutes on all proceedings before the Court.
• Reads complaints in criminal proceedings and administers oaths to witnesses.
• Prepares and maintains proper files on all cases before the Court.
• Responsible for the daily upkeep of the Adult Criminal scheduling books.
• Prepares statistical reporting to the Criminal Adult Dockets as well as oversees other areas of the Court.
• Acts as a Receptionist and routes calls. Greets and assists the public regarding inquiries involving Court business.
• Assist in collection of receipts, bonds, restitution, and/or civil fees.
• Receives and dates all legal motions before the Court.
• Responsible for monthly submission of Court statistics.
• Performs others duties as assigned.
    - Responsible for Juror and Witness management

EDUCATION/WORK EXPERIENCE/QUALIFICATIONS
• High School diploma or equivalent; or one to three months related experience and/or training; or equivalent combination of education and experience.
• Knowledge and skill in the use of standard office equipment.
• Knowledgeable in the use of computers using various software (i.e., Microsoft Word, Excel).
• Possess excellent communication and verbal skills.
• Possess excellent organizational skills in handling multiple tasks.
• Possess the ability to work without close supervision and work collaboratively with other employees and the public.
• Must be able to handle stressful situations in a professional manner.
• Must adhere to and have knowledge of the Data Privacy Act.
• Knowledgeable in the Tribal Code and Ordinances.
• Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check.

TO APPLY: Applications and copies of certificates/diplomas are being accepted at the Government Center – Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847.