

Sisseton-Wahpeton Oyate

Job Description

Job Title: File Clerk

Purpose: Perform organizational tasks and filing to ensure that SWO Tribal Court has the most accurate and up-to-date documentation needed for court proceedings, hearings, research and scheduling.

Duties:

1. Organize and file legal documents and records.
2. Scanning and Digitalization: Converting physical documents into electronic formats and uploading them to the database.
3. Regularly checking the accuracy of filing systems and ensuring sensitive information is stored safely.
4. Archive or shred files granted with permission or instruction.
5. Shall assist with incoming calls.
6. Assist with outgoing/incoming mail.
7. Enter and update criminal cases in the court database.
8. Collect court fines, court costs, house arrest fees and restitution costs.
9. Process subpoenas, summons, subpoena duces tecum(s) and officer returns.
10. Provide effective customer services by answering inquiries regarding court appearances, trial dates, outstanding warrants, fines and court costs, and restitution.
11. Preparing criminal files for daily court trials and review files for officer returns to show that witnesses received subpoenas.
12. Accepts and reviews applications for court services.
13. Shall maintain strict confidentiality in all cases.
14. Perform other duties as assigned.

Qualifications:

1. High school diploma and clerical skills or previous work experience.
2. Effective verbal and written communication skills.
3. Proficiency with computers, software and databases.
4. Must respect confidentiality.
5. Must adhere to the Tribe's alcohol/drug free policy.

Approved  Date 5/7/2026