



Saint Regis Mohawk Tribe

NOTICE TO COURT CLERKS

SRMT 15-192

TRAFFIC COURT CLERK

SAINT REGIS MOHAWK TRIBAL COURT, AKWESASNE, NEW YORK

REQUEST FOR QUOTES

Quotes will be received by the Grants and Contracts Office located at The Saint Regis Mohawk Tribe, Community Building, 2nd Floor, 412 State Route 37, Akwesasne, New York 13655, grants.contracts@srmt-nsn.gov, for a Traffic Court Clerk at the Saint Regis Mohawk Tribal Court. Clerks will be required to attend Monday night Tribal Court meetings from 5:30 – 7:00 p.m. to prepare dockets and arrange tickets for the judge. Other responsibilities will include: attending and facilitating Traffic Court by recording the session, entering in notes and taking in fees and fines, processing fees, and preparing fine, default judgement and reschedule letters, which will require an estimated additional three hours per week at their convenience.

Quotes must be submitted to the Grants and Contracts Department, Saint Regis Mohawk Tribe, 2nd Floor Community Building, 412 State Route 37, Akwesasne, New York 13655 on/by Monday October 5, 2015 at 3:30 p.m. (local time). When submitting your quote, please make note of submission requirements and delivery methods, as the Saint Regis Mohawk Tribe will not accept any late request for proposal. Any proposals received after the deadline will be returned unopened.

Native Preference is applicable.

Please contact the Grants and Contracts Office in writing at grants.contracts@srmt-nsn.gov to receive your request for proposal package.