



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368

JOB TITLE: Court Clerk/Wellness Court Coordinator
ORGANIZATION: Quileute Tribal Court
SUPERVISOR: Court Administrator
PAY RATE: DOQ/Experience
CLOSES: Until Filled

POSITION SUMMARY:

The Court Clerk/Wellness Coordinator is responsible for providing clerical, administrative, and accounting support to the Court Administrator. Position includes but not limited to, creating case files, file maintenance, phone monitoring, scanning, indexing, emailing, calendaring, and data entry. All court sessions of record will be overseen by the Court Clerk. The Court Clerk/Wellness Coordinator provides professional and effective customer service to the public, multiple authoritative agencies, superiors, and peers. The incumbent will ensure the Quileute Tribal Wellness Court is fully operational procedurally and administratively. Strict confidentiality and legal advice rules apply to the position.

DUTIES AND RESPONSIBILITIES:

- Retrieves, deposits, sorts and delivers the mail within the Clerk's office
- Accepts and receipts fines, fees, payments, and cash bail
- Copies, scans, uploads and indexes documents and correspondence into electronic databases
- Enters data and statistics into electronic case management software network and program.
- Understands and executes multiple Quileute Tribal Court procedures
- Oversees the receipt and filing of a vast number of legal documents, and their timely processing and distribution
- Routes legal documents and copies to appropriate agencies.
- Maintains court calendar and docket
- Prepare case files and multiple legal pleadings and correspondence
- Makes copies of the Quileute Law and Order Code for distribution
- Maintain all court files and records as needed for the functions of the court
- Performs criminal background checks as requested
- Facilitates Court sessions and operates the digital and audio recording system
- Maintains strict confidentiality
- Manage Court Jury operations
- Retains all Quileute Tribal Wellness Court records, files, program, and participant data
- Engages in Wellness Court outreach programs and training
- Performs other duties as assigned

QUALIFICATIONS:

- Must have a High School Diploma or GED

- Three years of clerical/administrative type work experience
- Proficient with Microsoft Office
- Knowledge of legal and court procedures
- Must have valid driver's license
- Must be able to pass background check
- Uphold a high level of professional etiquette and demeanor with public, staff and any other individual(s) or agencies contacting the Court
- Experience with database entry
- Experience processing cash payments and billing
- Effective interpersonal communication skills
- Employ tactful communication during heightened stress, emotional and difficult circumstances

PREFERRED QUALIFICATIONS:

- Associates Degree in a legal or criminal justice field
- Two years' experience in a court room setting
- Two years' experience using Microsoft Excel
- One years' accounting/billing experience
- Adequate understanding of recovery-based programs and resources
- Knowledge of legal and court procedures is beneficial
- Must have valid driver's license
- Maintains professionalism with staff and public
- Involved in a community outreach program
- Appointment scheduling experience using Microsoft Outlook
- Type 50 words per minute

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Must adhere to Personnel Policies and Drug and Alcohol Policies.

Interested persons send resume, cover letter and job application to the following address:

Quileute Tribal Council
C/O Human Resources Department
PO Box 279
La Push, Washington 98350
hr@quileutenation.org

Visit our website at www.quileutenation.org to down load job application and job description.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.