



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



Quileute Tribe Job Description

Court Clerk

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: Court Clerk
Supervisor: Court Administrator
Location: Quileute Tribal Court
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Court Clerk 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 provides professional and effective customer service to the public, multiple authoritative agencies, superiors, and peers. confidentiality and legal advice rules apply to the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- 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
- Performs other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Uphold a high standard of ethics and confidentiality in all aspects of job performance
- Excellent interpersonal skills
- Understand the flow of a variety of court processes from beginning to end
- Be dependable and reliable
- Ability to keep accurate records and enter information into the Tribal Court data system.
- Maintain effective working relationships

WORK ENVIRONMENT:

- Office Setting
- Court setting

PHYSICAL DEMANDS:

- Prolonged periods of sitting or standing
- Ability to lift and/or move up to 40 pounds.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Required Qualifications:

- High School graduate, or GED.
- Must pass a criminal background check.
- Agree to complete Criminal Justice Information and Security Training
- Proficient in using a PC for data entry (i.e. Microsoft Office, Excel, PowerPoint, Word).
- Uphold a high level of professional etiquette and demeanor with the 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

Minimum/Preferred Qualifications:

- Associate Degree in a legal or criminal justice field.
- Two year's experience in a courtroom setting.
- One year's accounting/billing experience.
- Knowledge of legal and court procedures is beneficial.
- Appointment scheduling experience using Microsoft Outlook.
- Must have excellent written and verbal communication skills.
- Must have a valid driver's license.

GENERAL INFORMATION:

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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

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

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