



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360)312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Court Clerk Assistant

****Re-Advertise****

OPEN: January 31, 2020

EXEMPT: No

SALARY: (4) \$12.47 - \$13.97 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Tribal Court

DEPARTMENT: Clerk's Office

SUPERVISOR: Clerk Supervisor

VACANCIES: 2

JOB SUMMARY: This is an entry-level position performing a variety of legal court support and clerical work, with constant public contact requiring excellent customer service skills, or any combination of training and experience, that would likely provide the required knowledge and abilities. The Court Clerk Assistant assists the clerk's office carry out the functions and duties required of the clerk's office. The position provides support for all cases and matters. New hires are initially provided with direct supervision and perform routine tasks of limited scope and complexity.

Position is responsible to prepare clear, concise, and accurate records; type at a speed necessary for a successful job performance, operate a personal computer and appropriate software for word processing (FullCourt), record keeping, and court support functions (FTR Gold Records); properly maintain and organize court files for all cases; assist with jury duty responsibilities including questionnaires, notices, greet jurors and assist with other tasks on trial days; respond to inquiries, provide assistance and deal with concerns from the public, community and outside organizations and meet deadlines.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Be dependable, trustworthy and willing to work.
2. Learn and comply with LIBC policies and procedures.
3. Obtain knowledge of computer operations and a variety of office software including word processing, FTR Gold Records, (FullCourt) database and spreadsheet applications in a network environment.
4. Greet the public and answer telephones in a professional manner, taking messages or transferring phone calls to appropriate court, law enforcement personnel, and/or social services
5. Maintain both courtrooms and the lobby so that they are clean, presentable and safe
6. Assist in maintaining all court files in an organized fashion.
7. Receive and distribute daily mail in a timely manner.
8. Willing and able to obtain Notary Public License.
9. Cooperate with LIBC accounting in the receiving of fines and fees paid into the registry of the tribal court.
10. Solely perform essential clerk tasks when the court clerk is unavailable.
11. Provide background checks upon request in accordance to the Clerk's policy and procedures
12. Locate archived files upon request.
13. Train and work closely with other staff, as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Experience as an administrative assistant or office assistant, *preferred*.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to maintain the strictest confidentiality and professionalism.
- Customer service skills
- Ability to work with others by showing respect and courtesy to gain the cooperation
- Ability to establish and maintain effective working relationships with coworkers, volunteers, representatives of other agencies and businesses, other departments, officials and members of the community.
- Ability to lift up to 25 pounds

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position is subject to extensive Criminal Background Check.
- Must have experience answering multiple phone lines.
- Must have typing speed of (50) wpm.
- Must have experience working with computers and software applications: Word for Windows, other similar programs will be considered.
- Must not have been charged or convicted of any criminal offense within the last 5 years.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.