



# 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 I

**\*\*Re-Advertise\*\***

**OPEN:** January 31, 2020

**EXEMPT:** No

**SALARY:** (5) \$14.35 - \$16.07 p/h DOE

**SHIFT:** Day

**LOCATION:** Lummi Tribal Court

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Lummi Tribal Court

**DEPARTMENT:** Clerk's Office

**SUPERVISOR:** Clerk Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Court Clerk I will perform clerk office duties and assist in all types of cases. This is the second working level class in the series of the Court Clerk stages. New employees are directly supervised initially and perform routine tasks of limited scope and complexity. Decisional impact is limited generally to department or functional area. Position requires proficiency in more than one activity of the court prior to progression to the next level.

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

1. Greet the public and answer telephones in a professional manner, screen callers, take messages, provide general information to the public and make appropriate referrals to other departments or persons.
2. Maintain both courtrooms and lobby so that they are clean, presentable and safe.
3. Assist in maintaining all court files/cases.
4. Receive and distribute daily mail in a timely manner.
5. Provide necessary paperwork for court customers.
6. Cooperate with LIBC Accounting Dept. for receiving fines and fees paid into the registry of the tribal court.
7. Attend and record assigned hearings and perform required clerk functions.
8. Create archive lists for closed court files. Send and retrieve files to and from archives.
9. Solely perform essential clerk tasks when other court clerks are unavailable.
10. Provide background checks upon request with in the Lummi Tribal Court's Policy and Procedures.
11. Train and work closely with other staff, as assigned.
12. Maintain supplies and services of all Xerox machines.
13. Process the FullCourt Jury System.
14. Keep updated and in compliance with LIBC policies, procedures and laws.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1 year Court Clerk experience.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to work well with others by showing respect and courtesy to gain 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.
- Customer service skills.
- Ability to occasionally lift up to 25 pounds.
- Ability work with computers and software applications: Word for Windows, Power Point, Spreadsheets and Full Court database.

**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 not have been charged or convicted of any criminal offense within the last 5 years
- Must be willing and able to obtain Notary Public Licensing.
- Must maintain the strictest confidentiality and professionalism.
- Must be dependable, trustworthy and willing to work within a team setting.
- Must be willing and able to obtain Court Clerk Certification training and certificate.
- Must have typing speed of 50 wpm.
- Must have experience answering multiple phone lines.

**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](mailto: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.