



# 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:** April 16, 2021

**EXEMPT:** No

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

**SHIFT:** Day

**LOCATION:** Lummi Tribal Court

**DURATION:** Regular Full-Time

**CLOSES:** April 30, 2021

**JOB CODE:**

**DIVISION:** Lummi Tribal Court

**DEPARTMENT:** Clerk's Office

**SUPERVISOR:** Clerk Supervisor

**VACANCIES:** 2

**JOB SUMMARY:** Court Clerk I will perform clerk office duties and assist in all types of court 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. 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 court facilities, courtrooms and lobby so that they are clean, presentable and safe, sanitized as needed.
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 courtroom clerk functions.
8. Create archive lists for closed court files. Send and retrieve files to and from archives.
9. Solely perform clerk tasks and office functions to operate clerk's office when other court clerks are unavailable.
10. Provide background checks upon request according to the Lummi Tribal Court's Policy and Procedures.
11. Train and work closely with other court staff, as assigned.
12. Maintain supplies and services of all copier machines.
13. Must become proficient in all aspects of the FullCourt system modules utilized by the Lummi Tribal Court.
14. Keep updated and comply with LIBC policies, procedures and laws.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED

- 1-year Court Clerk experience -**OR**- on-the-job training in the Lummi Tribal Court Clerk's office with demonstrated ability to perform essential job duties and responsibilities of a Court Clerk I as observed by the Court Clerk Supervisor
- 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.
- Must have excellent 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 and ability to learn with hardware and software when updated.

#### **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 requires 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 within 4 months of starting position.
- Must maintain the strictest confidentiality and professionalism.
- Must be dependable, trustworthy and willing to work within a team setting.
- Must have typing speed of 50 wpm.
- Must have experience operating a multiple phone line system.

#### **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.