



# 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:** Self-Represented Litigant Coordinator

**\*\*Re-Advertised\*\***

**OPEN:** January 31, 2023

**EXEMPT:** No

**SALARY:** \$30.00/hr.

**SHIFT:** Day

**LOCATION:** Lummi Tribal Court

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Lummi Tribal Court

**DEPARTMENT:** Lummi Tribal Court

**SUPERVISOR:** Court Director

**VACANCIES:** 1

**JOB SUMMARY:** Assists community members, self-represented litigants who are plaintiff/petitioners and/or respondent/defendants, in gathering information, obtaining assistance with forms, explanation of processes, and non-legal assistance with their cases. Assist self-represented litigants in the effective and efficient processing of court cases while educating self-represented litigants on court statutes, rules, policies, and procedures within legal limitations to ensure that court cases are handled properly and expeditiously.

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

1. Provide information to self-represented litigants regarding tribal codes, court rules, policies, and procedures.
2. The Self-Represented Litigant Coordinator shall not have the status of a party, but rather as a source of information for self-represented petitioners and/or respondents.
3. Must have excellent customer service skills.
4. Answers questions, reviews procedures and reviews documents for procedural correctness without offering legal advice.
5. Assists self-represented litigants in effectively processing court cases through interactions in person, in writing or over the telephone. This includes explaining and assisting in the completion of forms.
6. Determines and communicates appropriate forms to be filed by self-represented litigants.
7. Explains the processes for scheduling hearings and mediation, case status checks, court limitations and general follow-up to self-represented litigants.
8. Engages in community outreach initiatives to strengthen resources for self-represented litigants.
9. Provides detailed customer services to self-represented litigants to assist in case processing to ensure implementation of proper procedures and eliminate unnecessary delays in the courtroom.
10. Must be self-motivated and work well independently
11. Develops and maintain educational tools and resources for court users.
12. Follows procedures and recommendations from judicial officers and supervisors to improve court representation and case processing advice provided to self-represented litigants.
13. Attends meetings and trainings as required.

14. Notarize court forms and other documents community members need notarized.
15. If the legal problem is complicated or extensive, then suggest resources and other service providers, including resources that may provide no cost legal services for those eligible.
16. Make sure the paperwork is complete, (at times if needed assist in typing out paperwork so it is legible.) and again explain the process of how to file with the court. Walk them to Court Clerk's Office and show them how to file the paperwork.
17. The self-represented litigant coordinator would not be an advocate or provide legal advice and would not advise what someone should do or not do with their legal issue.
18. Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Paralegal degree, or degree in public or court administration or related field from an accredited college or university and one year of legal, court experience.
- 1-year experience working directly with tribal communities required, directly in tribal courts *preferred*
- Knowledge and experience with Lummi Tribal Code of Laws *preferred*
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Maintain the strictest confidentiality with all information passing through the office and with all personal contacts with the community.
- Be able to communicate well with people of all ages and to speak clearly and intelligently to groups of people.
- Time-management, scheduling, and prioritization skills.
- Perform in a team environment, while completing individual tasks in a timely matter. Be a well-organized professional with a positive attitude.
- Training or experience with Word Processing Programs.
- Be dependable, hardworking, trustworthy, able to work flexible hours and willing to learn.
- Ability to work efficiently under emergent and stressful conditions.
- Must pass criminal background check, have no criminal violations for the past five (5) years, be eligible to obtain jail access and maintain status during employment.
- Must be or become a Notary Public within six (6) months of starting work as a condition of continued employment.
- Must have excellent writing skills.

#### **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.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

**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.