



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 II

OPEN: December 13, 2023

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. 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: 1

JOB SUMMARY: Court Clerk II is responsible to assist the criminal, civil and juvenile as needed and requested. Court Clerk II will be the Healing to Wellness Drug Court and Family Wellness Court Clerk. Court Clerk II will work with an increased level of independence. Incumbent is responsible to complete detailed assignments, develop knowledge in all fields of and possess ability to complete a variety of tasks and a number of court functions (e.g., court room and legal processing functions.) Must possess ability to maintain office procedures in clerk supervisor's absence.

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. Responsible to know and understand the procedures of the Lummi Healing to Wellness Drug Court and Family Wellness Court. Maintain the Healing to Wellness Drug Court and Family Wellness Court files, perform clerk duties during meetings and hearings, including but not limited to gather information pertaining to clients from various departments, preparing orders and maintaining a current list of clients and their progress in the program.
3. Assist in maintaining all court files/cases and weekly court calendar.
4. Process and provide necessary paperwork for court customers.
5. Must obtain a notary license.
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 court clerk functions.
8. Create archive lists for closed court files. Send and retrieve files to and from archives.
9. Responsible to solely perform essential clerk tasks when other court clerks are unavailable.
10. Provide background checks upon request for Human Resources Dept., Housing Dept., Men's Transitional Home, and the Lummi Gaming Commission.
11. Train and work closely with other staff, as assigned.
12. Must become proficient in all aspects of the FullCourt system modules utilized by the Lummi Tribal Court including Jury module.
13. Solely perform clerk tasks in FullCourt Jury module and complete all duties necessary to prepare for a jury trial.

14. Be able to perform all clerk functions for a jury trial.
15. Responsible to maintain the strictest confidentiality and professionalism.
16. Keep updated and in compliance with Lummi Indian Business Council, Human Resources and inter-office policies, procedures, and laws.
17. Be able to keep clerk's office functioning when Clerk Supervisor is absent.

MINIMUM QUALIFICATIONS:

- Associates degree, -OR- High School Diploma/GED and 2 years office assistant experience required.
- 1 year experience in a Court Clerk's Office required.
- 2 years court clerk experience *preferred*.
- Experience within the Lummi Tribal Court Clerk's Office, *preferred*.
- Court Clerk certification required or willing to obtain within first 6 months.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to demonstrate good customer service skills and work well with others by showing respect and courtesy to gain cooperation and 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 be dependable, trustworthy, and willing to work within a team setting.
- Experience and skill using computers and software applications: Word for Windows, Power Point, Spreadsheets and Full Court database.
- Willing and able to obtain a Notary Public License.

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 have experience answering multiple phone lines.
- Must have typing speed of 50 wpm.
- 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.