



# 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:** December 4, 2024

**EXEMPT:** No

**SALARY:** (7) \$20.07-\$22.60/hr. 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:** Court Office Manager

**VACANCIES:** 1

**JOB SUMMARY:** Court Clerk I performs clerk office duties to properly process court cases. This is the second level Clerk's office position in the progression of Court Clerk stages. New employees are directly supervised initially and perform routine tasks of limited scope and complexity. Works as a team member performing routine and sometimes complex office, clerical, and administrative support functions to facilitate the caseload workflow and to assist in court activities. Responsible for managing written and electronic information and other data, internal and external communication, service to the public, recording and retrieval of data and information and other paperwork required in the clerk's office. Performs job duties under supervision of the Court Director and Court Office Manager.

**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, and maintain areas outside in front of the Court building and parking lot in front of the Court building.
3. Complete Court Clerk Certification training.
4. Assist in creating and maintaining all court files/cases in the FullCourt database.
5. Receive and distribute daily mail in a timely manner.
6. Provide necessary paperwork for court customers.
7. Must become a licensed Notary Public within 6 months of hire.
8. Work with LIBC Accounting Dept. regarding fines and fees paid into the registry of the tribal court.
9. Attend and record assigned hearings and perform required courtroom clerk functions.
10. Create archive lists for closed court files. Send and retrieve files to and from archives.
11. Solely perform clerk tasks and office functions to operate clerk's office when other court clerks are unavailable.
12. Provide background checks upon request according to the Lummi Tribal Court's Policy and Procedures.
13. Train and work closely with Tribal Access Program Clerk.

14. Become certified on the Criminal Justice Information Services (CJIS) to complete validations when required within sixty (60) days of employment and re-certify when required.
15. Attend trainings when identified as necessary that may require out of state travel.
16. Maintain supplies and services of all copier machines.
17. Must become proficient in all aspects of the FullCourt system modules utilized by the Lummi Tribal Court.
18. Keep updated and comply with LIBC policies, procedures, and laws.
19. Train and work closely with other court staff, as assigned.
20. Assists the judge(s) as assigned.
21. Perform all other duties as assigned to fulfill the duties of the Court Clerk's Office and mission of the Lummi Tribal Court.

**MINIMUM QUALIFICATIONS:**

- 2-year associate degree *preferred*
- High School Diploma or GED and 1 year office assistant experience required.
- Experience in court or legal procedures is desired.
- Requires previous job experience in performing clerical and office management functions, procedures, management of data and paperwork, recordkeeping, multi-telephone line systems, and computer operations using word processing programs and database and spreadsheet applications.
- 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 to 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 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 6 months of starting position.
- Must maintain the strictest confidentiality and professionalism.
- Must be attentive to detail, maintain a high degree of accuracy, and recognize, resolve, and correct discrepancies in data and information.
- Must use tact, discretion, respect, and courtesy to gain the cooperation of others and establish and maintain effective working relationships and rapport with co-workers, judges, lawyers, government officials and community members.
- Must be able to organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative to accomplish work assignments. Apply good judgment and apply critical and logical thinking skills to obtain solutions to problems. Develop ways to improve and promote efficient work methods.
- Must be reliable and consistently attend work during hours of operation, must be trustworthy and willing to work within a team setting. Exhibit reliable attendance and punctuality.

- Must maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills current.
- Must have typing speed of 50 wpm.

**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.