



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB ANNOUNCEMENT

DEPUTY COURT CLERK

SWINOMISH TRIBAL COURT

SALARY: D.O.E.

CLOSES:

This is a full time position with benefits.

GENERAL FUNCTION:

The Deputy Court Clerk works for the Swinomish Tribal Community, assisting the Judge, and Court Administrator in carrying out and completing day-to-day tasks and activities that occur in Tribal Court. The Deputy Court Clerk is also responsible for the day-to-day maintenance of related needs of the public and other tribal staff.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.

- Perform general clerical duties.
- Record and document Court proceedings, prepare and maintain the Court calendar, manage court files.
- Prepare court documents and correspondence. Arrange for service of subpoenas, summons, warrants, etc.
- Provide support services to the Judge and Court Administrator.
- Communicate a wide variety of court related information to the public by telephone and in person.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent work ethics required (i.e., punctuality, ability to take direction and work cooperatively).
- Understanding of and commitment to confidentiality.
- Good speaking and writing skills, with experience in filing and receipting systems.
- Ability to learn and understand tribal laws.
- Basic understanding of legal procedures.
- Ability to work independently and under deadlines.
- Must possess good public relations skills.

MINIMUM REQUIREMENTS

- Must have a high school diploma or Graduate Equivalency Degree (GED).
- Court/paralegal experience is desired.
- Basic computer and typing skills a necessity.
- Must successfully pass a criminal background check.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- ⇒ Download an Application at swinomish.nsn.gov/resources/humanresources.aspx or request an Application Packet by calling (360) 466-1216, (360) 466-7353 or emailing aiedwards@swinomish.nsn.us or gcerrillo@swinomish.nsn.us
- ⇒ Include a cover letter identifying why you feel you are qualified for this position.
- ⇒ Complete the Swinomish Tribal Community application form; do not write, "see resume on the application".
- ⇒ Return the application, along with the cover letter and resume to Alethia Edwards or Gissela Cerrillo, Human Resources:

Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening.