



# 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: 5/7/15**

**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**

- Request an Swinomish Tribal Community application by calling (360) 466-7353 or email to [airedwards@swinomish.nsn.us](mailto:airedwards@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Tribal Community application form; **Do not write “see resume”** on the application.

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
LaConner, 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. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.