



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	OCTOBER 1, 2018	CLOSES:	OCTOBER 16, 2018
JOB TITLE:	COURT DATA CLERK	DEPARTMENT:	TRIBAL COURT
REPORTS TO:	COURT ADMINISTRATOR	HOURS:	FULL TIME – 40 HRS/WK
SALARY:	BASED ON SALARY MATRIX + BENEFITS		

POSITION SUMMARY:

Under the general supervision of the Court Administrator, this position is responsible for transferring existing and current Tribal Court case data into the computerized case management system and maintaining that data. This position will also train all Tribal Court staff on the use of the database system. This position also provides clerical support for operation of the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Accurately identifies the type of file to be entered into the database; Civil, Criminal or Child Welfare case in order to assure that the case is filed appropriately in order to meet any due process deadlines associated with each case.
2. Assists in the organization of hard copy data in preparation for entering into case management system.
3. Accurately enters data from hard copy court files into new computerized court case management system.
Timely and accurately retrieves data in relevant report format as requested by Court personnel.
4. Consults with Court Administrator, Information Technologies Department, and outside case management vendor for input and problem resolution, should they occur within the case management system.
5. Provides training for, shares job knowledge and information with, and provides training for Court personnel on data entry and reporting process.
6. Performs repetitious keyboarding for extended periods within acceptable levels of accuracy.
7. Participates as a Project Team member and in the grant evaluation process.
8. Attends training on the case management system to become the departmental data entry specialist.
9. Maintains filings and other court matters such as court calendar, summons, subpoenas, orders and other necessary documents.

10. Operates copier, computer, phone, and fax machine.
11. Maintains confidentiality in the completion of work.
12. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED required and a minimum of one year court data clerk experience and/or training; or equivalent combination of education and experience. Knowledge of judicial procedures required. Must demonstrate ability to understand differences between Civil, Criminal and Child Welfare cases. Must demonstrate good judgment skills. Intermediate experience using word processing and spreadsheets (i.e. database software, Word for Windows, Excel, or Access, etc.) is required.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read and interpret court case documents and training manuals. Ability to generate case management reports and be able to speak effectively before groups of employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities

- Ability to organize work, set priorities, and meet deadlines.
- Excellent oral and written communication skills.
- Strong customer service skills to work with the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is usually moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- There are frequent contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963

Email: jobs@puyalluptribe-nsn.gov

*Note: Applications & copies of job announcements available at Rm. # 117
or online at www.puyallup-tribe.com*