



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	JANUARY 10, 2019	CLOSES:	JANUARY 24, 2019
JOB TITLE:	COURT CLERK TRAINEE	DEPARTMENT:	TRIBAL COURT
REPORTS TO:	COURT ADMINISTRATOR	HOURS:	FULL TIME – 40 HRS/WK
SALARY:	BASED ON SALARY MATRIX + BENEFITS		

POSITION SUMMARY:

During a training period, assists Court Clerks in providing clerical support and records management for operation of the Tribal Court, and support services for the Court Administrator, and Chief Judge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

During the two year training period, this position will learn, and become increasingly responsible for the following duties:

1. Maintains court records, files and other records.
2. Transcribes court proceedings.
3. Maintains court calendar. Oversees issuance of summons, subpoenas, orders, and other necessary documents. Receives court filings, fines, fees, and other materials.
4. Assists the public to submit court filings. Works with attorneys, law enforcement, social services, and other agencies.
5. Maintains filings and other court matters for the Court of Appeals.
6. Operates copiers, computer, phones, fax machine. Maintains confidentiality in the completion of work.
7. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job 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 one year of general office experience; or equivalent combination of education and experience. Intermediate experience and knowledge using word processing is required. Beginner knowledge of spreadsheets or database is preferred. .

Other: The following skills, knowledge and abilities must be demonstrated:

Customer Service skills; ability to work with the public

Organizational skills

Motivation/Ability to take Initiative

Time Management skills

Adaptability, Flexibility

Willingness and positive attitude to learn new skills

Strict Confidentiality

Ability to work cooperatively and positively with others.

After acceptable completion of a two year training period, employee will become a Court Clerk and will be moved to a grade commensurate with other trained Court Clerks.

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 six months of experience).

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of 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.

Certificates and Licenses:

Must have and maintain a valid and unrestricted Driver's License and proof of auto insurance required. Driver's License must not contain any restrictions that would otherwise prevent an employee from operating a GSA vehicle and complying with the Tribe's Vehicle Use Policy.

May be required to successfully pass a background check prior to hire, and periodically throughout employment thereafter.

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.

- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- The employee is occasionally required to stand, walk, and reach with hands and arms.

- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. The noise level in the work environment is usually moderate.

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 in the work environment is usually moderate.
- Work is performed in an office setting.

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:

APPLY ONLINE AT [HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/](http://PUYALLUP-TRIBE.COM/EMPLOYMENT/)

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL 253-573-7863 OR EMAIL JOBS@PUYALLUPTRIBE-NSN.GOV