

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-050 **Issue Date:** 04-19-13 **Closing Date:** 05-02-13

Court Clerk
Yakama Nation Tribal Court
Justice Services Administration
Hourly Wage: \$13.87/Full-Time/Regular

Employee will provide confidential and specialized office support to the Yakama Nation Adult and/or Children's Court as needed and assigned by the Court Administrator. Employee works closely with the other Court Clerks in maintaining an extensive specialized record-keeping operation. Responsible for the supervision of all Court records, files, dockets or other records required by the Revised Yakama Code (RYC), and shall keep a written record of all proceedings of the Court. Assists with drafting of complaints, subpoenas, warrants and other documents necessary to the functions of the Court. Employee will ensure that all incoming legal documents and requests are promptly acted upon to ensure due process.

Knowledge, Skills and Abilities:

- Knowledge of the Revised Yakama Code (RYC) is required.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including; Word, Excel, Power Point, and Access. Typing skills must be proficient and accurate.
- Knowledge of the Indian Child Welfare Act and the Indian Civil Rights Act.
- Knowledge of and the ability to be sensitive to the traditions and customs of the Yakama Indian Nation.
- Knowledge of basic business telephone etiquette.
- Skilled in general office equipment: email, fax machine, computer, printer, phone system, etc.
- Ability to provide a fair, equitable and people friendly judicial forum to the people and programs.
- Ability to understand legal terminology, legal process and forms and their application in daily work.
- Ability to maintain professional decorum in the Court and with the public.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits.
- Ability to maintain good working relationships with all Tribal Court staff and Judges is necessary to ensure a positive work environment.
- Ability to receive verbal/written instructions necessary to prepare legal documents with a high degree of accuracy.
- Ability to learn and understand various Court processes and procedures, and to appropriately communicate these processes/procedures to the general public as necessary.
- Ability and willingness to work with computerized docketing system.
- Ability to demonstrate a high degree of personal integrity, professionalism and be able to maintain strict confidentiality and high ethical standards.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, public and outside agencies.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.

General Recruiting Indicators:

- Possess a High School Diploma or General Education Degree. Two years of progressively responsible secretarial/legal assistant experience equivalent to an Office Assistant III level or above. Successful training in office principles and procedures will be considered. Preference given for applicants with legal experience.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must be 21 years of age and of good moral character.
- Must maintain strict confidentiality and will be required to sign a confidentiality agreement.
- Never been convicted of a felony or misdemeanor within one year to appointment. A criminal background check will be conducted due to the nature of the work involved.
- Must meet requirements to become a notary public.
- Must be able to receive Court Clerk Certification at next available testing date and remain in good standing. Ongoing Re-Certification will be required.
- Proven record of regular and punctual attendance; strong work ethics.