

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2013-169      **Issue Date:** 11-06-13      **Closing Date:** 11-20-13

**Court Clerk-(2) Two Positions**  
**Tribal Court**  
**Department of Justice Services**  
**Hourly Wage: \$13.87/Full-Time/Regular**

The Clerk is the first and/or primary point of contact on all cases filed before the Tribal Courts. Therefore, Clerks must conduct themselves with a high degree of professionalism, competence, and accuracy. On a daily basis, clerks must use excellent customer service and phone etiquette skills to effectively and properly respond to all incoming court business in a timely manner. The clerk will provide specialized clerical-legal support to both the adult and Children's Court as assigned by the Justice Services Administrator or Chief Judge. Clerk works with other Court Clerks and the File Clerk Coordinator-Trainer in maintaining an extensive specialized record-keeping operation for the Yakama Nation Courts. Clerk is 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 and automated record of all proceedings of the Court.

**Knowledge, Skills and Abilities:**

- Knowledge of the Revised Yakama Code is required.
- Knowledge of Yakama culture and values.
- Knowledge of computer skills and ability to perform all tasks with a high degree of accuracy.
- Skilled, trained, and proficient in the automated case management system (or ability to learn).
- Ability to demonstrate knowledge of legal terminology, court process/procedures and to appropriately communicate these processes/procedures to the relevant staff or the general public as necessary.
- Ability to provide a fair, equitable and people friendly judicial forum to the people and programs.
- Ability to demonstrate and practice proper telephone etiquette and good customer service skills to gather relevant information and take necessary and appropriate action.
- Ability to deal with the public and staff in a courteous and professional manner and at all times.
- Ability to demonstrate superb organizational skills and ability to multitask numerous projects-assignments.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits.
- Ability to compose grammatically correct legal documents, 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 is necessary.
- Ability to operate office equipment: telephone, scanner, audio-recording system, fax, typewriter, copy machine and computer.
- Ability to adhere to strict confidentiality of all cases is required.
- Ability to operate office equipment, such as telephone, fax, typewriter, copy machine and computer.
- Ability to demonstrate exemplary organizational skills in order to maintain a good record-keeping filing system that provide for the protection and easy retrieval of all case records.

**General Recruiting Indicators:**

- Minimum of a High School Diploma or General Education Degree AND a minimum of two years of progressively responsible secretarial/legal assistant work experience at an Office Assistant III level or above, demonstrating the ability to perform the work.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Good attendance, work ethic/habits are required.
- Never been convicted of a felony or misdemeanor within one year to appointment.
- Required to successfully complete a pre-employment background check.
- Ability to become a Notary Public.
- Required to maintain confidentiality while having knowledge and ability to apply the Freedom of Information Act and Privacy Act.
- Must be able to receive Court Clerk Certification at next available testing date and remain in good standing. Ongoing Re-Certification will be required.
- Preference given for applicants with legal experience.