YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # **2016-059** **Issue Date:** **04-06-16** **Closing Date:** **4-14-16**

Court Clerk (1) Position
Yakama Tribal Court/Children's Court
Department of Justice Services
Hourly Wage: $13.87/Regular/Full-Time

The Clerk is an Officer of the Yakama Nation Courts and their primary authorities and responsibilities are derived from the Revised Yakama Code (RYC). The Clerk's office mission is to provide an exemplary level of service and responsiveness to all whom do business with the Tribal Courts. The goal is to ensure that accurate and accessible records are kept and to create and sustain a customer oriented quality service that provides access to the Court and promotes public confidence in the justice system. The clerk is the firs and/or primary point of contact for all cases filed before the Tribal Courts. Therefore, the Court Clerk must conduct 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 Court Clerk will provide specialized clerical-legal support to both the Adult and Children's Court as assigned by the Court Administrator.

Knowledge, Skills and Abilities:

- Knowledge of the RYC is required. Must be able to learn legal terminology, court processes/procedures and to appropriately communicate these processes/procedures to the relevant staff or the general public as necessary.
- Knowledge and sensitivity to Yakama culture and values.
- Ability to be trained and become proficient in the Automated Court Case Management System. Must have expert computer skills and ability to perform all tasks with a high degree of accuracy.
- Must maintain a neutral, courteous, professional and a people friendly judicial forum to the people and programs at all times.
- Must have superb organizational skills and ability to multi-task numerous projects-assignments and maintain a good record-keeping filing system that provides for the protection and easy retrieval of all case records.
- 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 operate office equipment such as: telephone, fax, scanner, audio-recording system, typewriter, copy machines and computer.

General Recruiting Indicators:

- Must possess 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 or demonstrated ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must be 21 years of age and of good moral character.
- Never been convicted of a felony or misdemeanor within one year to appointment. A criminal background check will be conducted annually due to the nature of the work involved.
- Must have the ability to learn and apply requirements of the RYC and the Court Clerk Manual on a daily basis.
- Ability to become a Notary Public.
- Must demonstrate good attendance, work ethic/habits and strict confidentiality of all cases required.
- 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 the next available testing date and remain in good standing; ongoing re-certification will be required.
- Preference will be given to applicants with legal experience.