



COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title: Court Clerk/Law Enforcement Administrative Assistant

Schedule: Monday through Friday

Location: Cowlitz Tribal Department of Public Safety Office, Ridgefield, Washington

Classification: Full Time

Opening Date: February 6, 2018

Salary Range: \$45,000 through \$52,000 DOQ

Closing Date: Until filled

The court clerk is the administrative assistant for the Cowlitz Tribal Court, assistant to the judge of the tribal court and assistant to the tribal police department and Director of Public Safety. The position is multi-functional to the Department of Public Safety, which includes the court, police services, and public safety on the Cowlitz Reservation. This position greets the public entering the Public Safety Building, provides information to the operation of court, police services and public safety and the preparation of documents for court, and general office duties of the Department of Public Safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare all documents for the court, records, court docket, sentencing documents, pre-trial and trial documents, bail, and all legal documents to be issued by the court.
2. Collect all fees, fines, and record requests for court, police, and public safety.
3. Prepare all materials, documents, forms, files for court hearings ensuring ready for smooth operation of the court.
4. Prepare all legal documents (warrants, subpoenas, and summons) and orders from the court for defendants, attorney's and others having legal business before the court.
5. Ensure all court hearings are recorded for authenticity and storage of recordings and proceedings of the court.
6. Provide oath to all witnesses who appear before the court.
7. Meet and greet the public entering the Department of Public Safety building providing information and services, answering questions for those having business with court, police services, and public safety.
8. Prepare time sheets, purchase orders, check requests, travel authorization requests and reconciliation forms, mileage forms, and credit card reconciliations.
9. Prepare and provide documents in accordance with laws, rules, statutes of the Cowlitz laws and ordinances.
10. Assisting with operation of NCIC, ACCESS, and DMV following guidelines contained with policies and procedures.
11. Assist with record keeping of all public safety documents and files.

12. Operate business-computer systems of the Department of Public Safety-Court and Police.
13. Answer phones, take messages, meet and assist tribal membership, public, private and other law enforcement agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Understands legal documents and their preparation for tribal courts, police, and public safety.
2. Ability to prepare legal documents for tribal court, police, public safety and certify legal documents.
3. Understand records management of tribal courts, police, and public safety.
4. Ability to operate all types and kinds of computer generated records, writing, and report systems.
5. Knowledge of confidential rules, regulations, and laws relating to records of courts, police and tribe.
6. Ability to remain calm and logical in difficult situations involving the court, police and tribe, in relationship to dealing with the public.
7. Strong organizational skills, time management with accuracy in dealing with tribal court documents, police, and tribal records.
8. Knowledge of tribal, state, and federal laws pertaining to the operation of the Cowlitz Tribal Department of Public Safety.
9. Knowledge of legal documents and their preparation following guidelines of tribal, state, and federal laws, rules, and regulations.

EDUCATION AND EXPERIENCE:

1. High School Diploma or General Education Degree.
2. Five (5) years office experience in computer operations.
3. Experience in working with court, law enforcement, public safety, or legal office.
4. Tribal court experience desirable.

REQUIRMENTS:

1. Must successfully complete a criminal background check, which includes fingerprinting, criminal and civil checks with no felony arrest or misdemeanor crimes involving honesty or integrity.
2. Must be able to gain certification as Notary of the Public within six (6) months of employment.
3. Must be able to gain certification to operate the state computer system, ACCESS, and NCIC within six (6) months of employment.
4. Demonstrated ability to operate all office and other computer systems.
5. Must be twenty-one (21) years of age.
6. Must dress business appropriate.
7. Must pass drug screening at hire and randomly as requested. (Marijuana use is considered illegal drug use)

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Human Resources Department

Cowlitz Indian Tribe

P.O. Box 2547

Longview, WA 98632