



Pride of the Ojibwa

13394 W Trepania Road . Hayward . Wisconsin . 54843
Phone 715-634-8934 . Fax 715-634-4797

****Job Announcement****

POSITION: Court Clerk
SALARY: Negotiable (D.O.Q.)
POSTING DATE: November 13, 2019
CLOSING DATE: December 4, 2019
LOCATION: LCO Tribal Court

SUMMARY:

The Clerk of Court shall assist the Chief Judge with administrative duties related to the smooth and efficient operation of the Tribal Court. The Clerk of Court also works closely with the Deputy Court Clerk(s). This position is also responsible for overseeing the collection of fines for Traffic, Conservation and Truancy. In addition, the Clerk may draft Orders, acts as liaison with attorneys to follow up with Guardian ad Litem (GAL) appointments, maintains the statistical Court data, maintains files on attorneys admitted to the Court, prepares department billings for services, maintains tax intercept program for past due fines, maintain/track in-kind for child support cases and other duties as assigned.

QUALIFICATIONS:

1. Minimum qualifications require a high school diploma or equivalent.
2. Prefer someone with an Associate degree or higher in Criminal Justice or related field. Equivalent experience will be considered.
3. Effective oral and written communication skills are required.
4. Demonstrated experience using spreadsheets and Word.
5. Must be dependable, reliable, accurate and self-assertive.
6. Must possess excellent customer service skills.
7. Must have the ability to work without supervision and as a team member.
8. Must have a valid driver's license and reliable transportation.
9. Professional attire is required.
10. Must be able to pass a pre-employment drug test.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must maintain confidentiality of all court activities and files.
2. Assist the general public with routine information including, but not limited to, giving and receiving forms, copying, scheduling appointments, and drafting responses to requests.
3. Drafts routine correspondence in response to inquiries.
4. Assists in maintaining the Court calendar.
5. Oversee the collection of fines for traffic, conservation and truancy cases.
6. Follow up on Guardian ad Litem (GAL) appointments.
7. Maintain the statistical Court data for quarterly reports.
8. Maintains the tax intercept program for past due fines.
9. Maintain/track in-kind for child support cases.
10. Organizes and maintains filing of records and correspondence which may be confidential in nature.
11. Maintain Judges calendar, prepare daily schedule and pull files in preparation of Court.
12. Schedules and confirm hearings/trials on the Judge's calendar.
13. Assist Court Administrator with administrative duties.
14. May respond to questions from attorneys, office staff and general public.
15. Acts as Clerk during MNC, Child Custody, Guardianship, Adoption, TPR, Visitation, and Domestic Violence cases.
16. File stamp, set hearings and send notices of hearings as needed.
17. Other duties as assigned.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
FAX (715) 634-4797
HR FAX (715) 634-1209**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.