



*Pride of the Ojibwe  
13394 W Trepania Road  
Hayward, Wisconsin 54843  
Phone 9715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209*

**\*JOB ANNOUNCEMENT\***  
**LCO Deputy Clerk of Court**

**Position Description:** LCO Deputy Clerk of Court— Full-Time  
**Posting Date:** June 2, 2021  
**Closing Date:** Open Until Filled  
**Salary:** Starts at \$16.00 per hour  
**Hours:** 40 hours per week  
**Location:** LCO Tribal Administration Bldg.  
**Department:** Tribal Court  
**Supervisor:** Court Administrator/Chief Judge  
**Administration:** LCO Tribal Government Personnel Policies and Procedures Manual

**Position Description:**

Under the direct supervision of the Court Administrator, the second Deputy Clerk of Court shall assist the Court Clerk and Deputy Clerk with all necessary duties associated with the administrative operations of the Tribal Court. The second Deputy Clerk of Court is also responsible for receptionist duties and for the collection of fines for Traffic, Conservation and Truancy and maintenance of data entry into the Case Management Software and other duties as assigned.

**Qualifications:**

1. Must have High School Diploma or equivalent. Associate Degree in Business Administration and/or Criminal Justice preferred.
2. Tribal preference applies.
3. Willingness and ability to learn duties as delegated.
4. Ability to maintain and follow up on payment and collection of fines.
5. Proficiency with working with computers with emphasis in Microsoft Word and Excel.
6. Ability to work with various types of software programs; knowledge of spreadsheets is preferred.
7. Knowledge of general office principles.
8. Must be accurate and detail oriented.
9. Team player, courteous and professional to co-workers and general public.
10. Professional attire is required.
11. Must have good attendance record and be able to begin at 8:00 a.m.

12. Must be able to pass a pre-employment drug screen.
13. Must be able to pass a background check.

**Duties and Responsibilities:**

1. Tribal Court expectations include but are not limited to:
  - a. Assist general public with routine information including but not limited to, giving and receiving forms, copying of non-confidential and/or confidential material, scheduling of appointments, responding to requests, etc. The ability to respond to questions from attorneys and other office staff while maintaining confidentiality and professionalism.
  - b. Assists in maintenance and updating of Traffic, Conservation and Truancy fine payments.
  - c. Clerk reporting during Traffic, Conservation and Truancy hearings. Participate during any designated hearings assigned by supervisor.
  - d. Set hearings and send notices for any hearings as needed.
  - e. Maintains court calendar as needed.
  - f. Typing as needed, including but not limited to, letters, memos, envelopes, labels and entering information into the Case Management software.
  - g. Organization of Tribal Court documents.
  - h. Assist in maintenance of filing system, operate fax machine, scanner and copier.
  - i. Answer telephone calls and take messages as necessary.
  - j. Scan documents for archive, as needed.
  - k. Shredding of designated materials as needed.
  - l. Additional duties or miscellaneous general office duties as assigned by supervisor.

**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**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL 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) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)

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