



COLVILLE CONFEDERATED TRIBES

Personnel Office

P.O. Box 150

Nespelem WA 99155

(800) 506-9434

(509) 634-2844

Fax (509) 634-2864

www.colvilletribes.com

POSITION: Court Clerk I or II
SALARY: \$9.95 to \$10.97 per hour; less one step during probation
REPORTS TO: Supervisory Court Clerk III
LOCATION: Colville Indian Agency, Nespelem, WA

General: Both Clerk I and Clerk II levels provide basic office support to Tribal Court including processing daily mail, answering telephones, distributing court forms, processing documents filed with the Court, assisting with courtroom duties, accepting and receipting payments for filing fees, fines, bail, or judgments. Will also initiate files, use Full Court software to manage documents, issue, cancel, and dismiss Warrants and Protective Orders. Court Clerk I performs these duties with considerable supervision while Clerk II will be expected to carry out duties with little to no supervision and may be required to supervise other Court Clerks as needed.

Qualifications:
(Clerk II)

- High School Diploma or GED AND twenty-four months Tribal Court or related experience.
- Must demonstrate knowledge of the operation, functions, and scope of authority of the Court.
- Must demonstrate ability to maintain STRICT confidentiality standards.
- Must demonstrate proficiency in the use of microcomputers and associated software.
- Must demonstrate ability to provide guidance to lower level Court Clerks.
- Must demonstrate ability to effectively problem-solve by determining appropriate course of action and facilitating resolution.

(Clerk I)

- High School Diploma or GED.
- Must demonstrate ability to provide routine office support, i.e., process incoming mail, answer telephones, assist clients with forms, and type correspondence.
- Must demonstrate proficiency in the use of microcomputers and associated software.
- Must demonstrate ability to maintain STRICT confidentiality standards.

Special
Requirements:

- Must successfully clear a Criminal Background Inquiry indicating no felony convictions or misdemeanors involving moral turpitude within the last five years.
- Demonstrated ability to type. TEST REQUIRED. Applicants MUST come to the Personnel Office for testing PRIOR to closing date.
- Demonstrated ability in spelling, grammar, and punctuation. TEST REQUIRED. Applicants MUST come to the Personnel Office for testing PRIOR to closing date.
- Must be able to work extended hours including holidays and weekends as needed.
- Must be willing to attend all recommended training sessions.
- Must possess ability to work in high stress and/or violent situations and manage difficult people.
- Must represent a healthy lifestyle free from non-prescribed chemicals during term of employment.

TRIBAL AND INDIAN PREFERENCE WILL BE GIVEN. Veterans will be given priority over equally qualified applicants in the same preference code.

Closing Date:

For guaranteed consideration, applications must be received in the Personnel Office by **4:00 p.m. December 18, 2002**, or be postmarked by that date. However, position is OPEN UNTIL FILLED.

Information:

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