



# Colville Confederated Tribes

Personnel P.O. Box 150 - Nespelem, WA 99155 (800) 506-9434

**POSITION:** Court Clerk II (May be a trainee position)

**SALARY:** Fully-Qualified rate \$21,944.00 annually, 5% reduction during probation. Trainee will have a one-step (5%) reduction for each six months training required, up to 24 months.

**REPORTS TO:** Diana Aiken, Tribal Court Clerk III

**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** Incumbent of this position will perform a variety of clerk functions that requires a considerable amount of independent judgement. Daily duties include: planning of workload schedule, court room scheduling and adjustments to court schedule to accommodate fluctuations and changes, takes corrective action to maintain acceptable standards and provides technical assistance to the Judges.

**QUALIFICATIONS:**

- High School Diploma or GED
- Two years experience in a court system or related field.
- Must have experience reflecting the ability to communicate effectively both verbally and in written form.
- Must be able to handle difficult people, high stress or violent situations.
- Must be able to type 55 wpm. **Test required by closing date.**
- Demonstrated ability in grammar, spelling and punctuation. **Test required by closing date.**
- Must have experience in the use of micro-computers and associated software.
- Must be able to establish and maintain effective working relations with co-workers, parents, outside agencies and other Tribal personnel.
- Demonstrated experience working with STRICT confidentiality.

**SPECIAL REQUIREMENTS:**

- Must be able to clear a Criminal Background Inquiry with no past criminal felony record within the last five years or a jailable misdemeanor.
- Must be willing to work flexible hours, including holidays and weekends.
- Must be willing to attend all approved in-service training including supervisory training.

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

**CLOSING DATE:** Applications must be received in the Personnel Office by 4:00 p.m., September 16, 1999, or be postmarked by that date.

**INFORMATION:** Colville Confederated Tribes  
ATTN: Personnel Office  
P. O. Box 150  
Nespelem, WA 99155  
(800) 506-9434  
www.colville-tribal.com/JOBS

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