



# Colville Confederated Tribes

Personnel P.O. Box 150 - Nespalem, WA 99155 (509) 634-8868

**POSITION:** Administrative Assistant

**SALARY:** Hourly - DOE

**REPORTS TO:** Mary Wynne, Chief Judge

**LOCATION:** Colville Tribal Court--Nespalem, WA

## BASIC FUNCTIONS:

Responsible for duties assigned by the Chief Judge. Also assists Administrator in duties assigned by the Chief Judge, when needed. Must be of high moral character, maintain a consistent, positive attitude, and be highly organized and efficient. Additional duties are Legal research, coordinates with other tribal programs, state, and national organizations. Assists as criminal or civil clerk when needed, general secretarial duties, also coordinated judges schedules. Keeps timekeeping records and processes timesheets, collects and receipts, fines, filing fees, court costs and bar fees. Deposit money received from fines and fees, schedule court dates, times, maintain closed files, court library, and fill out vouchers, requisitions, also make travel arrangements for staff.

## QUALIFICATIONS:

- BA Degree through an accredited College/University in Business Management or Business Administration, and finance/accounting; OR,
- A.A. Degree with emphasis in Business Administration, Plus four years work experience related to duties and responsibilities of this position; OR,
- Six years of work experience related to duties and responsibilities of this position.
- Five years of successful clerical experience of equivalent secondary education.
- Demonstrated ability to maintain STRICT confidentiality.
- Must have strong accounting/bookkeeping knowledge (more than basic.)
- Demonstrated ability in grammar, punctuation and spelling with a score of 90%.
- Must be able to communicate effectively, both written and oral.
- Ability to maintain effective working relationships with others.
- Must possess and maintain a consistent, positive attitude.
- Possess knowledge of modern office practices and procedures.
- Must possess strong computer skills to be able to create data bases and produce charts and graphs as well as some trouble shooting.
- Must never have been convicted or found guilty of a felony, or within one year of past misdemeanor involving moral turpitude.
- Applicants must sign all documents required to complete a full background investigations, including a full criminal history check for federal, state and Tribal.
- Must possess valid Washington State Driver's License and be eligible for the Tribes vehicle insurance.

TRIBAL AND INDIAN PREFERENCE WILL BE GIVEN.

## CLOSING DATE:

Applications must be received in the Personnel Office by 4:00 p.m. December 17, 1997 or be postmarked by that date.