

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Deputy Court Clerk**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T4</b>
<b>TARGET SALARY: \$11.26 to \$14.08/DOQ</b>	<b>SHIFT: 8-5 Flex</b>
<b>PROGRAM: Judicial</b>	<b>LOCATION: Bldg 13</b>
<b>REPORTS TO: Chief Judge</b>	

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**SUMMARY:** Primarily function of the Deputy Court Clerk is the preparation, maintenance of all case files within the following areas Criminal, Civil, Healing, Juvenile, Family, and Probate. Assist the Court Clerk in accurate and timely scheduling hearings. Serve legal documents (subpoenas, complaints and court orders) via return of service papers. Collect fines and fees and issuing of receipts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Organize and maintain records, files, books, papers, and dockets of the Court. The Makah Tribal Court is a Court of general jurisdiction. The Court's divisions include courts for criminal, civil, juvenile, healing; and will include family court and probate court.

Authenticate, by certificate or transcript, records, files, papers appertaining thereto and filed or proceedings as required.

Secure information for judges, and contact witnesses, prosecutor, and public advocate to obtain information for court, and instruct parties when to appear in court.

Contact pro-tem/appellate judges when needed.

Ensure filing and scheduling meets the timelines established in the Code.

Code timelines accurately record verbatim accounts (including all comments and interjections) of examinations, testimonies, judicial opinions, judge's charges to jury, judgments, or sentences of the Court, or other legal proceedings. This is usually done by electronic tape or stenotype, with supplemental court clerk notes.

Administers oaths; read criminal complaints or other documents at court proceedings upon request of the court; receive the verdict of jury in any action or proceeding therein, in the presence and under the direction of the Court.

Utilize up-to-date computer skills to develop and implement data collection policies and procedures for court case filing, hearings, and trials.

Assist in development of court clerk manual of policies and procedures.

Assist in scheduling of all court cases, to work within code time frames and the availability of judges and parties.

Assist in all court reporting processes, including, but not limited to annual reports, budget modifications, etc.

Collect and record all fines and costs for clerical services, including but not limited to filing fees, service of process fees, bar admission, and all fines. In accordance with established policies and procedures.

Process criminal background checks for the Tribe.

Serve legal documents (subpoenas, complaints and court orders) to community members who are parties involved in court proceedings, by tracking individuals down and filling out paperwork to verify service and filing that paper work in court files.

Serves as back up to the Court Clerk.

## **QUALIFICATIONS REQUIREMENTS:**

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

### **REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have Court Clerk Training certification or the ability to obtain within 1 year from the date of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

**OTHER SKILLS AND ABILITIES:**

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

Ability to operate office equipment such as typewriter, photocopier, fax, and telephone.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Excellent hearing ability within approximately five to two feet of any speaking party. Ability to record verbatim testimony at a speed of not less than 225 words per minute.

Ability to prepare accurate and timely transcriptions of electronically taped or hand recorded records according to applicable guidelines. This includes applying the correct format for the assignment.

Ability to maintain professional demeanor under a high-stress environment, with due consideration of the Courts appearance and meaning to the community.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Must have knowledge of grant preparation, contract development and submission process.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Ability to type with accuracy.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **SPECIAL REQUIREMENTS**

Must have a telephone and be on call 24-7 for emergency situations, e.g., search warrant; or arrange for a temp to fill in as needed.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit. The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment is usually a courtroom or a normal office setting. The noise level ranges from quite to loud, but is usually moderate.

*Hazards:* Those traditionally found in courts and office settings; possible but limited to exposure to physical threatening situations.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: katherine.thompson@makah.com

**OPEN: February 5, 2019**  
**CLOSE: February 19, 2019**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.