

****JOB ANNOUNCEMENT****
Court Assistant

Position Description: Court Assistant
Posting Date: October 19, 2018
Closing Date: November 2, 2018
Salary: Negotiable
Hours: 40 hours per week (Monday-Friday 8:00-4:30)
Location: LCO Tribal Administration Bldg.
Department: Tribal Court
Supervisor: Court Administrator
Administration: LCO Tribal Government Personnel Policies and Procedures Manual
Posting Date:
Closing Date:

Position Description:

The Court Assistant Intern shall assist the Clerk of Court/Deputy Clerk of Court and the Court Administrator in necessary duties associated with the efficient operations of general office duties as assigned as well as maintaining database information, files and tax intercept system.

Qualifications:

1. Mature Adult
2. Able to keep sensitive and confidential information, confidential
3. Willingness and ability to learn duties as delegated
4. Assist in maintaining and following up on payments and collections of fines
5. Proficiency in working with computers with emphasis in Microsoft Word and Excel
6. Ability to work with various types of software programs
7. Knowledge of general office principals and accurate typing skills
8. Must be detail oriented
9. Team player, courteous and professional to co-workers and general public
10. Professional attire is required
11. Preferred applicant will have experience in Court Services or related field
12. Preferred Licensed Driver. Proof of insurance is required.
13. Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

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 and shredding of sensitive and confidential material, etc.
 - b. Transcribing records of court files.
 - c. Assist with receiving payments on behalf of the court.
 - d. Post court calendars.
 - e. Typing as needed, including but not limited to, letters, memos, envelopes, and labels.
 - f. Entering and updating information into the database or other collections systems as assigned.
 - g. Organization of Tribal Court documents.
 - h. Filing as delegated, fax machine operation, and copy machine operations.
 - i. Answering telephone calls and maintaining a call log book and taking messages as necessary.
2. Additional duties or miscellaneous general office duties as assigned by supervisor.

Application Procedures:

Submit complete LCO Employment Application, resume, at least three (3) personal reference letters, and any supportive documents. Resume should include personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. **Tribal Member applicant must submit a signed official document from a Federally recognized Tribe acknowledging enrollment.**

Mail Information to:

Lac Courte Oreilles Tribal Government
Attn: Human Resources Department
13394 W Trepania Road
Hayward, WI 54843

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