



*Pride of the Ojibwe*

13394 W Trepania Road  
Hayward • Wisconsin • 54843

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**\*JOB ANNOUNCEMENT\***

**LCO Deputy Clerk of Court**

**Position:** LCO Deputy Clerk of Court— Full-Time  
**Posting Date:** July 21, 2025  
**Closing Date:** Open Until Filled  
**Salary:** D.O.Q.  
**Hours:** 40 hours per week  
**Location:** LCO Tribal Administration Bldg.  
**Department:** Tribal Court  
**Supervisor:** Court Administrator/Chief Judge  
**Administration:** LCO Tribal Government Personnel Policies and Procedures Manual

**Position Description:**

Under the direct supervision of the Court Administrator, the Deputy Clerk of Court shall assist the Court Clerk with all necessary duties associated with the administrative operations of the Tribal Court. The Deputy Clerk of Court is also responsible for receptionist duties as well as the collection of fines for Traffic, Conservation and Truancy and for data entry into the Collection Manager Software and other duties as assigned.

**Qualifications:**

1. Must have High School Diploma or equivalent. Associate Degree in Business Administration and/or Criminal Justice preferred.
2. Tribal preference applies.
3. Willingness and ability to learn duties as delegated.
4. Ability to maintain and follow up on payment and collection 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. Must be willing to take an Excel class.
8. Knowledge of general office principles.
9. Must be accurate and detail oriented.
10. Team player, courteous and professional to co-workers and general public.
11. Professional attire is required.
12. Must demonstrate good attendance and arrive at 8:00 a.m.
13. Must be able to pass a background check.
14. Must be able to pass a pre-employment drug screen.

**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 of non-confidential and/or confidential material, scheduling of appointments, responding to requests, etc. The ability to respond to questions from outside attorneys and other office staff while maintaining confidentiality and professionalism.
  - b. Assists in maintenance and updating of Traffic, Conservation and Truancy fine payments.
  - c. Clerk reporting during Traffic, Conservation and Truancy hearings. Participate during any designated hearings assigned by supervisor.
  - d. Set hearings and send notices for any hearings as needed.
  - e. Maintains court calendar as needed.
  - f. Typing as needed, including but not limited to, letters, memos, envelopes, labels and entering information into the Collection Manager software.
  - g. Organization of Tribal Court documents.
  - h. Assist in maintenance of filing system, operate fax machine, scanner and copier.
  - i. Answer telephone calls and take messages as necessary.
  - j. Scan documents for archive, as needed.
  - k. Shredding of designated materials as needed.
  - l. Additional duties or miscellaneous general office duties as assigned by supervisor.

**Application Procedure & Requirements:**

1. **Completed LCO Employment Application, including Release and Authorization form (included in application)**
2. **Cover Letter (Letter of Interest)**
3. **Resume**
4. **At least three (3) letters of Referral (Recommendations)**
5. **And any other supportive documents**
6. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**  
**Lac Courte Oreilles Tribal Government**

**LCO Tribal Government  
Human Resource Dept  
Deputy Clerk of Court**

**ATTN: Human Resource Department  
13394 W Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)  
[marilyn.isham@lco-nsn.gov](mailto:marilyn.isham@lco-nsn.gov)**

***Tribal Preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***