



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

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JOB ANNOUNCEMENT
LCO Deputy Clerk of Court

Position Description: LCO Deputy Clerk of Court— Full-Time
Posting Date: September 17, 2026
Closing Date: Open Until Filled
Salary: \$21/hr – 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 and Chief Judge, 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 Case 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, detail-oriented, and demonstrate strong typing skills, including the ability to type quickly and accurately while recording minutes and proceedings during court hearings and while working with case files.
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 demonstrate the ability to maintain strict confidentiality regarding court records, case files, personal information, and other confidential matters, and must exercise sound judgment when handling and discussing sensitive information.
14. Must be able to pass a pre-employment drug screen.
15. Must be able to pass a background check.

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 your assigned cases or 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. Entering past-due payments into tax intercept.
 - m. 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. And any other supportive documents
5. 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

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

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