



HOH INDIAN TRIBE

HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331
(360) 374-7771 • hr@hohtribe-nsn.org

Job Title	Court Clerk
Department	Tribal Court
Reports to	Executive Director
Status	Part Time (10-12 hours per week)
Salary Range	DOE/Q
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary:

Under the direction of the Judge and the Hoh Tribal Court, the Court Clerk is responsible for all clerk responsibilities of the Tribal Court, including case file management, preparation for court hearings, preparation of court minute orders and other documents. Provides other administrative support to the Judge as needed.

Work in Tribal Court includes access to sensitive and private materials. The employee must agree to keep such information confidential and respect the privacy of others. The employee will be expected to act with integrity and honesty in all aspects of the work.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Attends all sessions of the Tribal Court
- Receives processes and calendars all complaints and actions in Tribal Court
- Maintains all official records of the Tribal Court and prepares certified copies, as required.
- Collects filing fees and fines, as required, and maintains fiscal records of all transactions.
- Works closely with the Tribal Court's judges; prepares letters and correspondence as required
- Compiles statistical data; prepares grant reports and reports to Tribal Council, as required.

Education and Qualifications:

- Must have High School Diploma or a G.E.D Certification
- Must pass WA State Patrol background check
- An understanding of current Native American culture

- Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job
- Ability to work with minimal supervision
- No felony convictions for any crimes of moral turpitude or involving crimes against children
- No misdemeanor convictions within the past three years
- Ability to use Microsoft Word, Excel and Access databases.
- Must obtain or have a Valid Washington State Driver's License

Condition(s) of Employment:

- Good attendance a must.
- Subject to pre-employment alcohol and drug testing.
- Subject to Criminal background check.
- Possess or ability to obtain a Valid Washington State Driver's License.
- Ability to work flexible hours, weekends and evenings as needed.

Physical Requirements:

Ability to regularly sit for long periods of time. Requires repetitive motion of hands, wrists and fingers for frequent operation of computer, key boards and other office equipment such as phone, copier, stapler, calculator, etc. Ability to stand, kneel, bend and reach intermittently. Ability to communicate verbally and in writing. Ability to lift up to 25 pounds routinely and lift up to 45 pounds occasionally. High level of tolerance for loud noises and working in a chaotic environment. Ability to exercise extreme patience when working with children and parents.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.