

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Court Filling Clerk
Department: Court
Reports To: Tribal Administration
Status: Hourly
Prepared By: A McConnaughy
Prepared Date: 11/2018
Job Open 3/20/19 First review 4/3/19

Summary: Performs all aspects of filing for The Sauk-Suiattle Tribal Court and provides secretarial support to the Court Clerk. Performs a variety of functions in carrying out the department's administrative activities.

Essential Duties and Responsibilities

- Maintains legal files.
- Updates records systems, stored records, and electronic records.
- Enter backlogged data into RiteTrack
- Learn the Handel RiteTrack system
- Train other staff/employees on RiteTrack
- Maintains proficiency on necessary computer programs.
- Maintains confidentiality of Court records.
- Responsible for archiving and cataloging Court records
- Collects processes and distributes mail.
- Greets visitors to the office and answers, screens, and directs incoming phone calls as needed.
- Checks and distributes incoming fax documents and shreds confidential documents.
- Orders and maintains supplies.
- Maintains all office machines, including changing toner cartridges for fax machine, printer and copier, and contracting service personnel when needed.
- Position may require participation in Sauk-Suiattle Cultural Activities.
- Other duties as assigned.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge

- Knowledge of office procedures and techniques
- Proficient in Word/WordPerfect, Windows, Internet and other software, ability to adjust to new and changing computer systems and to update skills on a continual basis
- Ability to type 60 wpm accurately
- Ability to communicate effectively, both orally and in writing; strong interpersonal skills
- Ability to organize workflow, manage schedules, and prioritize activities for self and Court personal
- Ability to operate standard office equipment
- Ability to interact with the public, diplomatically

Education and/or Experience

A minimum of two years “hands on” office experience. Experience in a legal office or knowledge of legal terminology preferred.

Absolute discretion required to maintain confidentiality

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing Software and Xcel Spreadsheet software..

Language Skills

Must be able to write at the professional level.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

This person will be required to engage in critical thinking in addressing problems that have multiple variables that are constantly changing. This individual must be fairly flexible in how they view and perceive political/social/cultural problems encountered by the Tribal Government.

Certificates, Licenses, Registrations

Washington State driver's license required

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

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