



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

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POSITION DESCRIPTION

JUDICIAL ASSISTANT I

Summary

Under the immediate supervision of the Chief Judge of the Intertribal Court of Southern California (ICSC), located in Valley Center, CA, the ICSC is accepting applications for the position of Judicial Assistant I. This position includes a full range of clerical and administrative duties in support of courtroom and other court operations in accordance with Tribal law, regulations, policies and procedures, and other legal requirements of the ICSC and its Member Tribes.

Position Characteristics

- Judicial Assistant I (“JAI”) provides complex and diverse administrative and secretarial support to assigned judicial officer;
- JAI are responsible for processing legal documents to ensure completeness and conformity to legal requirements;
- JAI is responsible for ensuring judicial officer has appropriate materials, documents, and support on a daily basis;
- JAI will produce a wide range of legal documents, correspondence, memoranda, and reports, demonstrating their knowledge of the Court services, regulations, policies, and procedures;
- JAI duties and responsibilities are carried out with considerable independence pursuant to policies and procedures;
- JAI provides periodic courtroom support, as needed;
- JAI processes legal documents to ensure completeness and conformity to legal requirements.

Responsibilities

- Serves as first point of contact for Chief Judge in coordination with Court Clerks and front office staff, answers phone and takes, responds to messages; provides information and assistance to staff, attorneys, and public regarding overall court matters and operations; composes and types correspondence in response to inquiries; schedules appointments; types court reports and correspondence.
- Receives and examines legal documents for accuracy, completeness, and conformity to requirements; processes/provides documents related to the filing and adjudication of cases; returns unacceptable documents; and maintains appropriate records.
- Prepares and maintains documents, exhibits and/or updates case files; enters information from legal documents into computer; locates and pulls proper files; organizes the storage

of, and purging of files; searches files, dockets, and computer records for information; obtains additional information as necessary; retrieves, arranges, and delivers files and documents to judicial officers or other appropriate parties; maintains court records and files.

- Conducts research pertaining to document filing requirements to ensure conformance; determines time requirements for specific calendar documents needing judicial approval; reviews files for completeness.
- Prepares and issues legal orders in accordance with established codes and court procedures.
- Prepares judicial officer court calendars and/or calendars cases for hearing, conferring with the appropriate individuals according to established procedures; prepares and distributes calendars and related case files for review; prepares a variety of documents related to court operations and coordinates the flow of documents necessary for court assignment.
- Provides specialized clerical support to various court programs and/or court-related programs and related grant programs, and functions as assigned; screening and intake of program participants; assisting in the completion of forms; maintaining manual and electronic records; developing basic reports; coordinating meetings and appointments; and providing basic referral services.
- Performs related duties as assigned.

Skills and Abilities

- Knowledge of court rules and procedures, both trial and appellate
- Ability to distinguish legal advice from legal information
- Professional manner and appearance appropriate for a court setting
- Ability to work independently and manage a high-volume workload
- Knowledge of modern office practices and equipment, including the use of computers with word processing and data spreadsheet software
- Laws, legal codes, terminology, court procedures and rules, both trial and appellate, precedents, government regulations, and executive orders; Legal forms, documents, legal waivers and legal time limits, and terminology relating to all court subject matter; Policies and procedures related to the intake, maintenance, disclosure, transfer, and safeguarding of subpoenaed records, court documents, public records, court exhibits, and court related information; Appropriate levels of confidentiality regarding sensitive and confidential court documents and records
- Principles of office organization, practices, and procedures including recordkeeping and filing; Cash handling skills and application of basic arithmetic; Telephone etiquette and principles of customer service; Office equipment, automated case management systems, and software applications; Well versed in the English language and the fundamental principles of spelling, grammar, and punctuation
- Skills and Ability to:
- Maintain regular and consistent work hours; Keyboard extensively and type accurately at a minimum of fifty words per minute to perform the duties of the position; Oral Expression:

- The ability to communicate information and ideas in speaking so others will understand;
Oral Comprehension:
- The ability to listen and to understand information and ideas presented through spoken words and sentences;
- Written Expression:
- The ability to communicate information and ideas in writing so others will understand;
Written Comprehension:
- The ability to read and understand information and ideas presented in writing; Assist people of diverse socioeconomic backgrounds and temperaments; Respond appropriately to sensitive and/or confidential issues; Remain flexible while working in a high pressure environment which requires planning, organizing, prioritizing, and completing work rapidly and accurately in spite of frequent interruptions; Simultaneously work on multiple tasks and meet legal, procedural, and established deadlines; Screen and evaluate the judicial officer's correspondence, telephone calls, and visitors to ensure Judge's involvement only in Documenting/Recording Information
- Entering, recording, storing, or maintaining information in written or electronic form; Understand and be able to comprehend and apply a variety of administrative and departmental policies as well as procedures, laws, and rules; Effectively represent the Court in situations requiring tact, diplomacy, and poise; Answering phones, filing court documents, or maintaining office supplies or equipment;
- Processing Information:
- Compiling, categorizing, calculating, tabulating, auditing, or verifying information or data; Provide quality customer service, and establish and maintain effective working relationships with judicial officers, court employees, members of the public, and others encountered in the course of work
- Ability to draft clear and concise correspondence, emails, and other written communication
- Ability to follow written and verbal instructions
- Ability to maintain effective working relationships with other employees, judges, attorneys, tribal representatives, and the general public.

Minimum/Preferred Qualifications

Associate degree from a WASC accredited institution and two years of administrative or clerical experience or court or legal experience. Also considered, any combination of relevant experience and/or education that would demonstrate that the individual possesses the necessary knowledge, skills, and abilities as determined by the Chief Judge.

Preferred qualifications include formal education regarding Tribal law, governance or other Tribal issues, experience in working for federally-recognized Tribal governments.

Additional Requirements

- Type at a rate of 50 net words per minute or higher
- Possess and maintain a valid California driver's license.
- Provide proof of personal vehicle insurance

- Demonstrate willingness to travel as necessary (local travel using personal-owned vehicle is occasionally required and out-of-state travel is infrequently required)
- Submit to drug/alcohol and criminal background screening.
- Commit to completion of assigned administrative legal and related training.

Benefits

- Vacation Leave with pay (on accrual basis)
- Sick Leave with pay (on accrual basis)
- Holiday with pay
- Medical, Dental, Vision offered through group plans
- 401 (k) contributions

Additional Information

- Compensation: \$22-25 per hour. This full-time, non-exempt, at-will position is eligible for benefits.
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.). Subject to change.
- Indian Preference: Native American preference will apply
- Applicant must comply with the ICSC Covid-19 Vaccination Policy

Applications

To apply, submit the required items listed to Maria Maciel at mmaciel@intertribalcourt.org. This position is open until filled.

The following items are required

- Completed online application.
- Cover letter
- Resume
- Writing Sample
- Law School/Undergraduate Transcript (unofficial is acceptable)