



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

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POSITION ANNOUNCEMENT

LEAD COURT CLERK

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a Lead Court Clerk position. Under the supervision of the Chief Judge, the Lead Court Clerk has primary responsibility for all courtroom and/or legal document processing operations; to plan, organize and supervise the work of courtroom clerks and court bailiff; and to perform duties as assigned.

Duties

- Receive court filings, including but not limited to complaints, petitions, and motions
- Collect court fines, fees, and other monies and verify daily cash balance report
- Create and maintain case files, both electronic and manual
- Draft court-issued documents, including but not limited to orders, summons, and subpoenas
- Train and supervise Court Clerk I, Assistant Court Clerk and Court Bailiff
- Respond to inquiries from other employees, judges, attorneys, tribal representatives, and the general public in accordance with court rules and procedures and Member Tribe laws
- Maintain calendar of court proceedings
- Brief judges on case status in preparation for court hearings
- Prepare court reports reflecting case statistics
- Attend court hearings, operate recording system, administer witness oath, and take minutes
- Maintain case filing systems to assure all records are secure and retrievable
- Serve as appellate court clerk
- Copy, verify, and certify the validity of court documents when requested
- Serve as administrator for electronic case management system, FullCourt Enterprise
- Serve as administrator for Tribal Access Program (TAP)
- Prepare records on appeal
- Perform other duties as necessary to meet court needs

Skills and Qualifications

- Knowledge of court rules and procedures, both trial and appellate
- Knowledge of case management systems, both electronic and manual
- Knowledge of member tribal codes and membership documents
- Ability to interpret, explain, and apply codes, rules, and procedures
- Ability to prepare clear, concise, and accurate documents
- Ability to maintain the confidential nature of court records and proceedings

- Ability to communicate effectively, both verbally and in writing
- Ability to delegate tasks and manage employee workflow
- Ability to distinguish legal advice from legal information
- Professional manner and appearance appropriate for a court setting
- Ability to provide effective customer service
- Ability to work independently and manage a high-volume workload
- Proficient knowledge of modern office practices and equipment, including the use of computers with word processing and data spreadsheet software
- Ability to follow written and verbal instructions
- Ability to maintain effective working relationships with other employees, judges, attorneys, tribal representatives, and the general public
- Possess an Associate's degree (A.A.) in a related field, or high school diploma/GED, and five years of experience as a court clerk, court services administrative assistant, paralegal, or legal assistant. Tribal experience is preferred. Equivalent experience will be considered.

Benefits

- Vacation Leave with pay (on accrual basis)
- Sick Leave with pay (on accrual basis)
- Holiday with pay
- 90% employer covered Medical, 100% Dental and Vision offered through group plans
- 401(k) contributions with 6% company match after 1 year of employment

Additional Information

- Possess and maintain a valid California driver's license
- Provide proof of personal vehicle insurance
- Demonstrate willingness to travel (local travel using personal-owned vehicle is occasionally required, out-of-state travel is infrequently required)
- Submit to drug/alcohol screening
- Commit to completion of tribal court clerk training (basic and advanced level)
- Compensation: \$26.00 per hour
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- Probationary period is 90 days from date of hire
- ICSC is located on the Rincon Indian Reservation in Valley Center, CA
- Indian preference: Native American preference will apply.
- Applicant must comply with the ICSC Covid-19 Vaccination Policy

To apply, submit the required documents below to Maria Maciel at mmaciel@intertribalcourt.org.

Required Documents

- Your resume must support the experience described in this announcement

- If claiming Indian Preference, submit a Certificate of Indian Blood or lineage verification from your Tribe.
- Unofficial College Transcripts showing your degree awarded, and date conferred.
- Copies of any certifications listed on your resume.
- Cover Letter to resume: Cover letter providing your intent for employment and brief narrative of your qualifications or strengths for the position.
- Copy of State Driver's License

Only complete applications will be considered.