



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

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**POSITION ANNOUNCEMENT
ASSISTANT COURT CLERK**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in an Assistant Court Clerk position. Under the supervision of the Lead Court Clerk, this position has secondary responsibility for all court clerical duties.

Duties

Duties may include, but are not limited to:

- Greeting visitors upon arrival
- Answering, screening, and forwarding incoming phone calls
- Taking and relaying messages
- Receiving, sorting, and distributing daily mail and deliveries
- Maintaining security by following safety procedures, facilitating visitor sign in, and issuing visitor badges
- Ensuring reception area is clean and stocked with necessary materials
- Performing other administrative duties such as filing, photocopying, transcribing, and faxing
- Receiving documents for filing
- Accepting filing fees, fines, and other payments
- Providing accurate summaries of rules and procedures, both orally and in writing
- Attending hearings, operating recording system, and taking minutes
- Preparing case files for judges' review and use during hearings
- Preparing daily cash out report with assistance from Lead Tribal Court Clerk
- Providing additional assistance to Lead Tribal Court Clerk as needed
- Process collection letters and reports
- Entry of citations into court management system along with preparing citation calendars and preparation of citation judgements and payment agreements.
- Draft court-issued documents, including but not limited to orders, summons, and subpoenas
- Maintain calendar of court proceedings
- Brief judges on case status in preparation for court hearings
- Maintain case filing systems to assure all records are secure and retrievable
- Copy, verify, and certify the validity of court documents when requested
- Utilize electronic case management system, FullCourt Enterprise
- Performing other duties as assigned

Skills and Qualifications

- Proven work experience as an administrative assistant, secretary, receptionist, or similar role
- Skill in operating a personal computer, printer, fax machine, and other office equipment
- Professional attitude and appearance
- Solid written and verbal communication skills
- Intermediate Microsoft Office (Word, Excel, Outlook) experience
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Ability to travel using personal-owned vehicle
- Possess an Associate's degree (A.A.) in related field, or High school diploma/GED, and three years of legal secretarial experience, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

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: \$19.00-\$20.00 per hour
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- Flexible schedule options
- Indian preference: Native American preference will apply.
- Applicant must comply with the ICSC Covid-19 Vaccination Policy

Applications

To apply, submit a cover letter and resume to Maria Maciel at mmaciel@intertribalcourt.org. This position is open until filled.