



# LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Court Clerk/Recorder– (1) FT – Tribal Court**

**Pay Grade: NE8 Hiring Rate: \$16.22 - \$19.69 - Commensurate with Verified Qualifications**

**Status: Non-Exempt; Bi-Weekly Pay**

**Background Check: Extensive**

**Indian Preference applies in accordance with Ordinance #15-600-02**

**SUMMARY:** Provides a broad range of skilled administrative support functions for Judges and Court Administrator, enabling an efficient operation from intake to completion. Assists in court activities, including case management and court recording duties.

## **EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –**

A qualified candidate shall offer the following:

- Knowledge level that would be acquired through the receipt of a High School diploma or GED; and
- Work experience of two (2) or more years as an Administrative or Legal Assistant, or Court Clerk;
- Technical skills of an intermediate to advanced user of MS Office Software, case management database systems, computers, and office equipment
- An understanding of the Tribal Court system and Tribal laws.
- Basic knowledge and understanding of legal terms.

## **DUTIES AND RESPONSIBILITIES:**

1. Performs skilled clerical work, including but not limited to: case file management, data entry, answering phones, processing department mail, responding to e-mail correspondence, greeting visitors, scheduling hearings and appointments, providing basic answers to court-related questions, and referring visitors to the appropriate staff members.
2. Operates a broad range of office equipment such as computers, copiers, multi-line telephones, scanners, shredders, and other department specific machines. Works with vendors/IT staff for proper equipment maintenance.
3. Reviews all documents and pleadings filed with the Court for accuracy and compliance with court rules and statutes. Issues summonses and authorizations of service. Keeps record of all pleadings and court actions.
4. Receives calls and visitors, determines what type and amount of information to provide and whether the Judge's attention to a matter is required. Responds to inquiries within the scope of authority and refers inquiries to the proper source/places.
5. Assists court administrator in the annual juror selection process, including preparing and mailing juror questionnaires, preparing summonses for jury duty, and preparing statements for reimbursements.
6. Performs court recorder duties, including but not limited to preparing the courtroom for hearings, ensuring that courtroom equipment is operational and ready for use, notifying the Judge when the appropriate parties are present, swearing in witnesses, ensuring that court hearings are recorded, making a written log of events in the proceeding (witness order, time, etc.), marking and entering exhibits as required.
7. Receives fines, fees, costs, and other moneys payable to the court, issues receipts, records and deposits fees in accordance with court procedures and policies of the Tribe.
8. Coordinates efforts with Purchasing Department for the requisitioning of office supplies and materials.
9. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
10. Prepares transcripts, recordings of hearings, and copies of cases per record and transcript requests.
11. Occasional overnight travel for meetings and continuing education.
12. Occasional evening or after-hours during Court sessions.
13. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.

14. Performs workload support functions, as assigned by supervisor, associated with department processes. Trains as a cross-functional team member for basic task completion duties.
15. All other position/department related duties as assigned by supervisor or Chief Judge.

**OTHER SKILLS AND ABILITIES:**

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality and professionalism.

**SUPERVISORY RESPONSIBILITIES:**

None

**PHYSICAL DEMANDS:**

Sitting for long periods of time, frequent walking and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will routinely carry work related materials up to twenty-five (25) pounds.

**WORKING ENVIRONMENT:**

Work is performed in a variety of physical environments such in a climate-controlled office. The employee's work schedule may periodically need to be flexible and adjusted, with or without notice, according to the needs of the Court. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

**Application Instructions:**

**Obtain an application** form (fillable online) on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) (under "Employment" heading) or a copy of the position description by contacting Human Resources at:  
*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*Phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) ATTN: HR*

**To apply:** Please submit completed application, cover letter, resume, transcripts from degree (If applicable), any relevant training/certificates/licensures as asked for under qualifications, copy of Tribal ID Front/back (if applicable) and copy of driver's license front and back to:

**LRBOI Tribal Court at 3031 Domres Road, Manistee, MI 49660**

**Fax: (231) 398-3404; Email: [springmedacco@lrboi-nsn.gov](mailto:springmedacco@lrboi-nsn.gov) .**

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

***For further information, please contact the LRBOI HR Department.***

**Posted – 02/07/2025**

**Removal – Until Filled**