

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Court Clerk/Records Specialist
POSITION LOCATION: Yakutat Tlingit Tribe
SUPERVISOR: Executive Director/Court Administrator
POSITION DETAILS: Grant Funded. Full Time with Benefits
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package
OPEN DATE: 3/22/2019 CLOSE DATE: 4/30/2019 (MAY BE FILLED EARLY)

POSITION SUMMARY

Under the direct supervision of the Executive Director/Court Administrator, incumbent performs a wide variety of Court support requiring substantial knowledge and understanding of court process and functions. Incumbent's focus area will be Tribal Court development and records management. The Court Clerk/Records Specialist will have two main functions; Research, Digital Archiving, and Records Retention/Destruction as well as Tribal Court Development assistance. The successful applicant possesses a high degree of organization and is a self-starter who can hit the ground running with minimal supervision. This position also requires strict confidentiality. Successful applicants will be required to successfully pass a 6 month, 180 hour Certificate Course in Records Retention/Archiving.

Out of state and in state travel required for conferences, trainings, and job shadowing.

QUALIFICATIONS:

- High School Diploma or GED. Paralegal or closely related preferred.
- Valid Alaska Driver's License
- At a minimum applicant must demonstrate 40 WPM accurately.
- Ability to read and interpret legal documents and procedural manuals
- Ability to write routine reports and legal correspondence
- Ability to speak effectively to groups
- Knowledge of applicable State, Federal, and Tribal codes, laws, and regulations
- Knowledge of community needs, problems, and resources
- Demonstrated knowledge of Microsoft Office
- Must maintain and protect confidentiality of offenders and victims

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to MSchumacher@ytttribe.org.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

MISSION: To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development/benefits to all tribal members.

POSTED BY: 

DATE: 3/22/19

