

# Yakutat Tlingit Tribe

606 Forest Hwy. 10 \* P.O. Box 418 \* Yakutat, Alaska 99689  
Phone (907) 784-3238 \* Fax (907) 784-3595 \* www.ytttribe.org



## JOB ANNOUNCEMENT

POSITION TITLE: Tribal Court Records Specialist  
DEPARTMENT: Tribal Court  
SUPERVISOR: YTT Tribal Court Administrator  
POSITION DETAILS: Full Time  
WAGE: DOE  
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package  
OPEN DATE: 09/09/2021 CLOSE DATE: Open Until Filled

### POSITION SUMMARY

The YTT Tribal Court is seeking an individual with strong attention to detail who will provide administrative support and other general office duties for the YTT Tribal Court. The successful applicant will have a demonstrated background experience proofreading documents, word processing, and working with a team providing administrative support.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Document and file court documents
- Maintain project calendars and Court schedules
- Answer and direct phone calls and emails to Court staff
- Take notes and minutes in meetings
- Improve administrative processes
- Other duties as assigned

### MINIMUM QUALIFICATIONS

- Associate or Bachelor's Degree preferred / High School Diploma Required
- Secretarial, Administrative Experience preferred
- Valid Alaska Driver's License
- 40 words per minute (WPM) typing speed

### NECESSARY SKILLS AND KNOWLEDGE

- Proficiency in Microsoft Office and maintaining data
- Ability to Maintain Strict Confidentiality of All Court Matters
- Strong attention to detail and good record-keeping

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

POSTED BY: \_\_\_\_\_

DATE: 09/09/2021 \_\_\_\_\_

**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.

