



Pride of the Ojibwe

13394 W Trepania Road
Hayward • Wisconsin • 54843

Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

JOB ANNOUNCEMENT
LCO Deputy Clerk of Court

Position Description: LCO Deputy Clerk of Court— Full-Time
Posting Date: June 10, 2024
Closing Date: Open Until Filled
Salary: D.O.Q.
Hours: 40 hours per week
Location: LCO Tribal Administration Bldg.
Department: Tribal Court
Supervisor: Court Administrator/Chief Judge

Position Description:

Under the direct supervision of the Court Administrator, the Deputy Clerk of Court shall assist the Court Clerk with all necessary duties associated with the administrative operations of the Tribal Court. The Deputy Clerk of Court is also responsible for receptionist duties as well as the collection of fines for Traffic, Conservation and Truancy and for data entry into the Collection Manager Software and other duties as assigned.

Qualifications:

1. Must have High School Diploma or equivalent. Associate Degree in Business Administration and/or Criminal Justice preferred.
2. Tribal preference applies.
3. Willingness and ability to learn duties as delegated.
4. Ability to maintain and follow up on payment and collection of fines.
5. Proficiency in working with computers with emphasis in Microsoft Word and Excel.
6. Ability to work with various types of software programs; knowledge of spreadsheets is preferred.
7. Knowledge of general office principles.
8. Must be accurate and detail oriented.
9. Team player, courteous and professional to co-workers and general public.
10. Professional attire is required.

**LCO Tribal Government
Human Resource Dept
Deputy Clerk of Court**

11. Must have good attendance record and be able to begin at 8:00 a.m.
12. Must be able to pass a background check.
13. Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

1. Tribal Court expectations include but are not limited to:
 - a. Assist general public with routine information including but not limited to, giving and receiving forms, copying of non-confidential and/or confidential material, scheduling of appointments, responding to requests, etc. The ability to respond to questions from attorneys and other office staff while maintaining confidentiality and professionalism.
 - b. Assists in maintenance and updating of Traffic, Conservation and Truancy fine payments.
 - c. Clerk reporting during Traffic, Conservation and Truancy hearings. Participate during any designated hearings assigned by supervisor.
 - d. Set hearings and send notices for any hearings as needed.
 - e. Maintains court calendar as needed.
 - f. Typing as needed, including but not limited to, letters, memos, envelopes, labels and entering information into the Collection Manager software.
 - g. Organization of Tribal Court documents.
 - h. Assist in maintenance of filing system, operate fax machine, scanner and copier.
 - i. Answer telephone calls and take messages as necessary.
 - j. Scan documents for archive, as needed.
 - k. Shredding of designated materials as needed.
 - l. Additional duties or miscellaneous general office duties as assigned by supervisor.

APPLICATION PROCEDURE:

Submit completed **LCO Employment Application** including **Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter**, **resume** and at least **three (3) letters of reference**. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov
marilyn.isham@lco-nsn.gov

***Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***