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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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**Vacancy Announcement**

(Internal Posting)

**Title:** COURT DATA CLERK

**Reports to:** COURT ADMINISTRATOR

**Location:** Yreka, CA

**Salary:** \$12.00 to \$14.00 per hour

**Classification:** Part-Time (16-20 hrs. week), Non-Entry Level, Non-Exempt.

**Summary:** Under the general supervision of the Court Administrator, this position is responsible for transferring existing and current Tribal Court case data into the computerized case management system and maintaining that data. This position may also train other court staff on the use of the database system. This position also provides clerical support for operation of the court.

**Application Deadline: Open until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

## **POSITION DESCRIPTION**

- Title:** COURT DATA CLERK
- Reports to:** COURT ADMINISTRATOR
- Location:** Yreka, CA
- Starting Salary:** \$12.00 -13.00 per hour, depending on experience
- Future Incentive:** \$14.00 (Upon completion of the court clerks' certification test and formal training on the case management system).
- Classification:** Part-time, Non-Entry Level, Non Exempt
- Summary:** Under the general supervision of the Court Administrator, this position is responsible for transferring existing and current Tribal Court case data into the computerized case management system and maintaining that data. This position may also train other court staff on the use of the database system. This position also provides clerical support for operation of the court.

### **Responsibilities:**

1. Accurately identifies the type of file to be entered into the database; Civil, Juvenile Youth Wellness or Child Welfare case to assure the case is filed appropriately to meet any due process deadlines associated with each case.
2. Accurately enters data from hard copy court files into new computerized court case management system and timely and accurately retrieves data in relevant report format as requested by Court personnel.
3. Consults with Court Administrator, Information Technologies Department, and outside case management vendor for input and problem resolution, should they occur within the case management system.
4. Politely communicates with court users regarding deficiencies found on filings and ensures deficiencies are corrected.
5. Performs repetitious keyboarding for extended periods within acceptable levels of accuracy.
6. Attends continual training on the court case management system to become more proficient.

7. Consistently reviews and keeps up to date on recent codes and code regulation changes.
8. Maintains filings and other court matters such as court calendar, summons, subpoenas, orders and other necessary documents.
9. Operates copier, computer, phone, and fax machine.
10. Shall efficiently answer the phone, route call(s) to appropriate person(s) and update voice mail messages or announcements on judicial office phone, as needed or instructed.
11. Shall competently and timely sort incoming mail and messages, and process outgoing mail.
12. Available for local and out of the area travel as required for job related training.
13. Maintains confidentiality in the completion of work.
14. Is polite and maintains a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious work relations with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Must possess excellent telephone skills and make a positive first impression on court users and visitors.
6. Have the ability to read and interpret court case documents and training manuals.
7. Have the ability to generate case management reports and be able to speak effectively before groups of employees of the organization

8. Have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and compute rate, ratio, and percent and to draw and interpret bar graphs.
9. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
10. Ability to deal with problems involving several concrete variables in standardized situations.

**Requirements:**

1. High School Diploma or GED required and a minimum of one year data entry clerk experience and/or training; Associated Degree or equivalent combination of education and experience preferred.
2. Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
3. Intermediate experience using word processing and spreadsheets (i.e. database software, Word for Windows, Excel, or Access, etc.) is required.
4. Must demonstrate excellent communications skills, both oral and written.
5. Must demonstrate good time management skills.
6. Must be capable of learning data processing procedures and computer data entry.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to Tribe's confidentiality policies.
9. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: May 24, 2018**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**\*\* Employees must sign position descriptions annually, during their evaluation.**