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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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## HUMAN RESOURCES

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### **JOB DESCRIPTION**

**POSITION:** Tribal Court Receptionist/Secretary

**DEPARTMENT:** Tribal Court

**LOCATION:** Lac Vieux Desert Tribal Court, Watersmeet, Michigan

**EMPLOYMENT:** Full-Time

**PAY RATE/ SALARY:** \$11.24 - \$14.06 /Hour (Depending on Experience and Qualifications)

### **DESCRIPTION:**

The LVD Tribal Court Receptionist/Secretary (RS) will be responsible for greeting and assisting the public and court officers who come to the courthouse and/or utilize court services. The RS will be stationed in the lobby as first contact for persons entering the courthouse, and will direct persons to the clerk's office, courthouse, etc. A workstation will be available to the RS with a desk, computer, printer, telephone, and other office equipment and supplies.

### **RESPONSIBILITIES:**

- The RS will answer incoming calls to the court and respond to inquiries regarding court business procedure, hearing dates, and other relevant information.
- The RS will transfer calls to the clerk or judge as necessary.
- The RS will conduct various clerical office work, as assigned to the court clerk and the judge. These duties may include, but not limited to, preparing court correspondence; copying court documents; preparing court documents; preparing mailings; making limited deliveries of papers to other offices; performing various minor errands.
- The RS's primary duties will involve dealing with the public and other persons coming to or calling the court.

- The RS will also perform other job-related duties and tasks as assigned by the judge and court clerk.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication – speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Written Communication – writes clearly and informatively; edits work for spelling and grammar; varies writing styles to meet needs; presents numerical data effectively; is able to read and interpret written information.

Ethics – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Quantity meets productivity standards; completes work in timely manner.

Safety and Security – observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

Initiative takes independent actions and calculated risks; looks for and takes advantage of opportunities.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee shall not have any prior or current felony charges, arrests, or convictions in a tribal, state, or federal jurisdiction; and no use of illegal controlled substances. A full background check and drug testing will be required.

#### **Education and/or Experience:**

Required is a certificate or degree in secretarial, administrative support, paralegal work, or legal secretary work, or one (1) or more years of experience in any of these field; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and interpret documents such as legal correspondence, legal filings, and electronic media. Ability to write routine reports and correspondence. Ability to speak effectively to members of the public who come to court, with members of the bench and bar, and law enforcement agencies. Proficient in phone usage and communicating over the phone with aforementioned persons.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to understand and apply court administrative policies and procedures.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software. The individual must also be proficient in other office-related computer skills, including, but not limited to, use of the internet as a resource base, and the drafting of correspondence and some legal documents.

**Licenses:**

Candidate must possess a valid driver's license.

**Other Skills and Abilities:**

Candidate must have experience working with others, and the ability to relate well to others both verbally and intellectually. Leadership and assertiveness qualities are considered an advantage.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee should be able to perform light to medium lifting, and move about freely and efficiently to perform occasional pickup and delivery duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PREFERRED QUALIFICATIONS:**

It is preferred that the candidate possess a certificate or degree in secretarial, administrative support, paralegal work, or legal secretarial work.

- 1. The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council: AUGUST 19, 2015**