

**NATIVE VILLAGE OF BARROW  
JOB VACANCY ANNOUNCEMENT**

Open Date: 1-5-2010	Closing Date: 1-18-2010	Job Location: Barrow	
Job Title: Tribal Court Clerk		Wage/Salary Range: \$22.00 - \$24.00	
Regular: X		Temporary:	
Purpose:	Responsibilities for follow-up of Tribal court Orders and Judgment, including fines, restitution, and civil suit matters, Child Custody, and Indian Child Welfare Act matters.		
<ol style="list-style-type: none"> <li>1. Duties: Maintain calendaring and entries, satisfaction of judgment; initiate court actions for non-compliance, prepare for filing and filing of all cases and documents.</li> <li>2. Receive, log and distribute all mail, complaints, and correspondence; collect and mail (or deliver) all correspondences.</li> <li>3. Serve as Tribal Courts receptionist/clerk.</li> <li>4. Prepare all invoices and purchase orders requisitions.</li> <li>5. General typing back-up and knowledge of computers and word processing.</li> <li>6. Perform other duties as assigned.</li> </ol>			
Certification(s)/License(s) Required:	Driver's License: Valid Alaska Driver's License		
Qualifications:			
<ol style="list-style-type: none"> <li>1. High School graduate and/or equivalent;</li> <li>2. A minimum of two (2) years of previous experience; and one year secretarial and one year accounting;</li> <li>3. Knowledge of office equipment, filing, typing experience; and one year secretarial and one year accounting.</li> <li>4. Accountability in receiving and depositing all monies paid and through the Native Village of Barrow Tribal Courts.</li> <li>5. Dependability in following through on all assignments and in being on the job when scheduled.</li> <li>6. Ability to maintain confidentiality.</li> <li>7. Ability to communicate and translate fluently in Inupiat and English.</li> <li>8. Valid Alaska Driver's License</li> </ol>			
<b>Immediate Supervisor:</b>	Dora Arey	Tribal Court Administrator	907-852-4411
	<i>Name</i>	<i>Title</i>	<i>Phone</i>
JVA Submitted By:	Rebecca Brower	HR Director/Admin. Asst	907-852-4411
	<i>Name</i>	<i>Title</i>	<i>Phone</i>
907-852-4411	6090 Boxer Street	Barrow, Ak.	99723
Phone Number	Address	City, State	Zip