



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

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**POSITION ANNOUNCEMENT
COURT SERVICES ADMINISTRATIVE ASSISTANT**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a Court Services Administrative Assistant position. Under the supervision of the Lead Tribal Court Clerk, this position has secondary responsibility for all court clerical duties.

Duties

- Greeting visitors upon arrival
- Answering, screening, and forwarding incoming phone calls
- Taking and relaying messages
- Receiving, sorting, and distributing daily mail and deliveries
- Maintaining security by following safety procedures, facilitating visitor sign in, and issuing visitor badges
- Ensuring reception area is clean and stocked with necessary materials
- Performing other administrative duties such as filing, photocopying, transcribing, and faxing
- Receiving documents for filing
- Accepting filing fees, fines, and other payments
- Providing accurate summaries of rules and procedures, both orally and in writing
- Attending hearings, operating recording system, and taking minutes
- Preparing case files for judges' review and use during hearings
- Preparing daily cash out report with assistance from Lead Tribal Court Clerk
- Providing additional assistance to Lead Tribal Court Clerk as needed
- Performing other duties as assigned

Skills and Qualifications

- Proven work experience as an administrative assistant, secretary, receptionist, or similar role
- Skill in operating a personal computer, printer, fax machine, and other office equipment
- Professional attitude and appearance
- Solid written and verbal communication skills
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

- Ability to travel using personal-owned vehicle
- High school diploma or equivalent

Additional Information

- Compensation: \$16.00 per hour
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- Benefits: Eligible for employer-sponsored health care, paid time off, and 401(k) contributions
- Indian preference: Native American preference will apply

Applications

To apply, submit a cover letter and résumé to Joann Dixon at jdixon@sciljc.org. This position is open until filled.