



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Internal/External Announcement

Position Title: Court Clerk

Department: Justice Department

Reports to: Justice Director

Position Summary:

This position performs a variety of general office support tasks for the Tribal Court, Tribal Judges, Justice Director, and Justice Department staff members. Although the Court Clerk will have specific assigned tasks, this position also requires flexibility as responsibilities can change daily, depending on the needs of the department. This is a full time, 30 hour per week position with benefits.

Qualifications:

Education: High School Diploma or GED.

Experience: A minimum of one year of clerical work experience required and preferably in a court setting, and/or legal office, and/or emergency dispatch. Experience working for a Tribe is preferred. Knowledge of court rules and proceedings as well as basic Alaska State statutes is preferred. It is anticipated this position will entail further training relevant to tribal court systems, as available and as needed. The applicant may not have any prior Felony convictions or pending Felony charges and the applicant may not have any Misdemeanor convictions within the previous 5 years. Due to confidentiality requirements of the position the applicant must be willing to submit to a federal background check, a pre-hire drug test and random UA testing.

Successful applicant must have a valid Alaska driver's license and be insurable on Chickaloon Village's auto policy. All qualified applicants will be required to take a skills test.

Hiring Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

Applicants please apply by 9:00AM, Monday June 24th. To apply please send a resume and a fully completed CVTC employment application (applications are available on our website: www.chickaloon-nsn.gov) by email to employment@chickaloon-nsn.gov or fax to 907-745-0709.