



KALTAG TRIBAL COUNCIL
12 E STREET/PO BOX 129
KALTAG, AK 99748
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KALTAGTRIBE@HOTMAIL.COM

TRIBAL COURT CLERK

JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	DOE
SUPERVISOR	Tribal Administrator
JOB SUMMARY	Performs a variety of routine clerical, reception, and office support functions; performs other related duties as required.
RESPONSIBILITIES	
1.	Maintaining office filing
2.	Scheduling court
3.	Responsible for writing down everything during tribal court meetings or state hearing
4.	Assist the Tribal Family Youth Specialist with home visits and home investigations.
5.	Assist in coordinating youth programs and activities and helping implement the youth activities.
6.	Alternate point of contact for ICWA and Domestic Violence related issues.
MINIMUM QUALIFICATIONS	
1.	High school diploma or GED equivalent.
2.	Two years' work or volunteer experience with families or related field preferred.
3.	Must be familiar with the village and be able to effectively communicate with the residents.
4.	Demonstrated abilities to communicate both orally and in writing. Candidate who are bilingual (Conversant in both English and the Athabascan dialect of their village and /or are tribal members of the village) are preferred.
5.	Must pass background check pursuant to federal Indian Child Protection and Family Violence prevention Act requirements.
KNOWLEDGE, SKILLS, AND ABILITIES	
1.	Demonstrated abilities to communicate both orally and in writing. (Conversant in both English and the Athabascan dialect of their village and/or are tribal members of the village) are preferred.
2.	Basic Computer skills.
PHYSICAL DEMANDS	
May be stressful at times, due to the nature of the work required of incumbent, especially when dealing with ICWA cases.	