



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Clerk of Tribal Courts Program Manager
SUPERVISOR: Tribal Council or designee
LOCATION: Gilbert J Chapman Sr. Ojibwe Judicial Center
POST DATE: May 27, 2026
CLOSING DATE: June 10, 2026

General Description: The primary responsibility of this position is to provide and perform all aspects of the court functions relating to the administrative duties, court related duties, appellate duties including but not limited to: overseeing, preparation and assignments and monitoring of the filing of petitions, motions, claims, appeals, case management, in house training, overseeing and the preparation of court cases. The Clerk position will also provide the daily duties of the motor vehicle department, register vehicles and provide assistance to customers and general public.

Qualifications: High School diploma or equivalent and five (5) years of experience in a legal office environment, or an equivalent combination of education, training, work experience in administration court procedures, Indian Child Welfare Act, Tribal Codes and Ordinances and criminal justice matters. Must have and maintain a current WI Drivers License and be insurable. Must abide by Tribal Code Chapter 83, Chapter II Court Clerks.

Salary: \$25.00/hr.

How to Apply: Submit your application for employment, resume, two letters of recommendation and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Clerk of Tribal Courts Program Manager

B. DEPARTMENT: Gilbert J Chapman Sr. Ojibwe Judicial Center

C. SUPERVISOR'S TITLE: Tribal Council or designee

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide and perform all aspects of the court functions relating to the administrative duties, court related duties, appellate duties including but not limited to: overseeing, preparation, assignments and monitoring of the filing of petitions, motions, claims, appeals, case management, in house training, overseeing and the preparation of court cases. The Clerk position will also provide the daily duties of the motor vehicle department, register vehicles and provide assistance to customers and general public. Specific responsibilities include but are not limited to the following:

Administrative duties:

1. Implement and monitor program goals, objectives and policies.
2. Manage Tribal Court functions through funding applications and perform duties through statistical data and reports.
3. Prepare and submit budget applications, renewal contracts, proposals and modifications as needed, on all aspects of the tribal court functions.
4. Manage and supervise the duties of the Court Clerks.
5. Maintain Great Lakes Indian Fish and Wildlife Commission/Voigt budget and maintain correspondence of the commission.
6. Monitor budgets in the New World System, process purchase orders and contracts and payment of invoices, initiating proposals and modifications to the Courts budgets.
7. Direct and approve requisitions to vendor payments, third party payees including child support payments.
8. Collect fees, fines, forfeitures, costs and other monies, and transmit all monies to the Tribal Treasurer.
9. Report to the Tribal Council on financial activities and functions of the Tribal Court system.
10. Receive and process applications from attorneys and lay spokespersons who wish to practice law in Tribal Court.
11. Maintain correspondence with practitioners regarding their good standing annually.
12. Receive, processing and file legal papers.
13. Receive resolutions on amendments, adoptions, and revisions to the Tribal Code and Ordinances and update the Tribal Code and Ordinances accordingly.
14. Receive and process correspondence relating to Tribal Court matters.
15. Develop reporting forms for implementing activities of the Tribal Court system.
16. Develop and maintain a preservation of the court files and records of the proceedings.
17. Contract Judges for the Court, by direction of the Tribal Council.
18. Arrange training, webinars and zoom meetings with the Clerks on issues involving Tribal Court.

Court related duties:

1. Maintain custody of the seal, all records, books, documents, papers, pertaining to the Court.
2. Develop and maintain a docketing system of all petitions filed in tribal court.
3. Prepare and oversee court appearances pertaining to subject areas listed in the Tribal Code and Ordinance book.
4. Oversee and assist the clerks with their job duties on a daily basis.
5. Oversee and assist in the preparation of the following cases related to: Animal Control, Child Welfare, Children Trust Fund request, all Juvenile court citations, adult court citations and complaints, Natural Resource, Truancy.
6. Oversee, manage and assist direct services for Child Support, Domestic Abuse, Family, Foreign Judgments, Guardianships, Harassment, Paternity, Probate, Termination of Parental Rights, Order to Show Cause Hearings and other cases filed with the court, in accordance with the Tribal Code and Ordinances.
7. Handle all Adoptions, Indian Child Welfare Act Interventions, Small claims, Foreign Judgments, Garnishments, Claims, Housing and Unlawful Detainer cases, Writs and Warrants.
8. Certify the issuance of hearings to proper persons through regular mail, registered mail, or service by law enforcement or inspection agencies.
9. Prepare draft court orders on judgments entered in Tribal Court.
10. Transmit court records to Child Support Agencies, Tribal Entities, Agencies and individuals in accordance with the confidentiality and open records policies.
11. Submission cases to the State Registrar of Vital Statistics.
12. Oversee and assist the entering of adjudicated traffic tickets in the State COWS system.
13. Update Criminal Information Bureau status as needed and report adjudicated criminal cases through the Final Disposition Report to the Crime Information Bureau.
14. Provide in-house training on new positions and clerks to successfully complete their job duties to elevate their job performances.

Appellate Court duties:

1. The Clerk shall maintain records, receive filings, docket appeals, serve notices, and manage administrative functions of the Appellate Court. The Clerk shall maintain a public docket and securely store case files, transcripts, and records.
2. Prepare transcripts and audio records of the proceedings when necessary. Inform the petitioner of the assembled record prior to the case transfer to the Appellate Court.
3. Enter Judgments of the Appeal.

Motor Vehicle Department Duties:

1. As Motor Vehicle Department Program Manager, prepare budget for Tribal Council approval.
2. Monitor budgets in the New World System, process purchase orders and contracts and payment of invoices, initiating proposals and modifications to the Vehicle Licensing budgets.
3. Prepare report on motor vehicle registrations, snowmobile registrations and ATV registrations activity performances.
4. Purchase plates with required displays, decals and stickers, and trail passes for snowmobile registrations.

5. Register motor vehicles by title or Certificate of Origin, and renewals of plates.
6. Provide direction to motor vehicle dealerships regarding applications for tribal plates.
7. Provide confidential motor vehicle active and inactive lists to local, county and WI State Patrol and law enforcement agencies on a regular basis.
8. Provide confidential active snowmobiles and all-terrain vehicle registrations to the Woodruff DNR station, State of Wisconsin.
9. Send renewal notices to individuals, when plates are due and provide over the counter services operation of hours daily.

Other duties:

1. Assist Tribal attorneys including legal typing, pleadings, and correspondence as needed.
2. Provide assistance to the court, tribal enforcement personnel, and to all other person having business with the court in drafting complaints, subpoenas, warrants, notices of appeal and other court documents.
3. Work cooperatively with other court systems, law enforcement agencies, and other agencies.
4. Promote self-respect, prevention and an intervention atmosphere to ensure the traditional value systems of the Lac du Flambeau Ojibwe.
5. Provide space for tribal court practitioners, or peacemakers and their clientele to meet.
6. Coordinate judicial meetings, staff meetings, Federal Appeals Court Probate and Claims, County Circuit Court hearings and usage of future space for municipal court settings, and court depositions.
7. Maintain reference library and subscriptions with Tribal Codes, Wisconsin and Federal legal research and preserve historical information on tribal changes in the law system.
8. Participate in training sessions.

E. POSITION RELATIONSHIPS:

1. Internal: Departmental and organizational staff.
2. External: Sheriff's departments, Correction facilities, attorneys, and general public.

F. SUPERVISORY RESPONSIBILITIES: Probate, Civil, Warrant and Deputy Clerks.

G. SUPERVISION RECEIVED: Tribal Council or appointed designee

H. EDUCATION: High School Diploma or equivalent is required and five (5) years of experience in a legal office environment or an equivalent combination of education and experience.

I. EXPERIENCE: High School diploma or equivalent and five (5) years of experience in a legal office environment, or an equivalent combination of education, training, work experience in administration court procedures, Indian Child Welfare Act, Tribal Codes and Ordinances and criminal justice matters. Provide training to clerks. Perform all aspects of the court functions relating to the administrative duties and New Word System budget components and court related duties and appellate duties.

J. SKILLS:

1. Must be bondable.
2. Must maintain strict confidentiality on all information pertaining to court and tribal attorney matters.
3. Knowledge of basic mathematics sufficient to operate cash drawers and make calculations.
4. Knowledge of basic bookkeeping sufficient to balance accounts and keep financial records.
5. Provide professional support in all aspects of the court procedures and assistance to clerks on all court activities.
6. Knowledge of accounting principles.
7. Knowledge of office machines, Windows, Excel, and other modern office practices procedures and equipment.
8. Ability to use effective time management skills.
9. Possess effective communications skills and be courteous when dealing with the public.
10. Ability to read and comprehend departmental rules, regulations, procedures and instructions.
11. Ability to understand and communicate both verbally and in writing.
12. Ability to train and assist clerks on the day-to-day activities; and perform of all duties of the clerk of courts.
13. Abide by Tribal Code Chapter 83, Chapter II Court Clerks Ordinance.
14. Ability to establish and maintain effective working relationships with other employees and the public.
15. Be punctual and dependable when reporting to work.
16. Ability to use good judgment to make decisions within scope of job responsibilities.
17. Abide by the guidelines of the Personnel Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

K. WORKING ENVIRONMENT:

1. Work Conditions: Normal office conditions. Off premise storage unit access by personal vehicle, driver's license and insurance.
2. Exposure to Hazards: None
3. Physical Requirements: Able to lift up to 35 pounds as needed.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Clerk of Tribal Courts Program Manger to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resource Director **Date**