

MI'KMAQ NATION

Job Announcement

TITLE: Tribal Court Clerk

Classification: Salaried / Exempt

Immediate Supervisor: Tribal Court Administrator

Pay Range: \$19.00 – \$26.00 per hour

Position Summary: The Tribal Court Clerk serves as the initial point of contact for the Tribal Court, providing respectful and responsive support to the Tribal Court Administrator, attorneys, and the ICWA department. This role requires maintaining confidentiality, managing court documents and calendars, and assisting court staff and the public.

Experience and Education: Minimum of **2 years of relevant work experience** in court administration, legal services, records management, or a related field; Relevant post-secondary education, such as an Associate's degree or coursework in Pre-law, Business Administration, Records Management, Social Services, or related areas, is preferred but not required; Demonstrated ability to manage confidential information with discretion; Experience with case management software, Microsoft Office Suite, and internet-based applications is required; Experience working in a legal or Native advocacy environment is preferred; Indian Preference will be adhered to following the Mi'kmaq Nation Personnel Policies and Procedures. **Will provide training to suitable candidate.**

Skills, Knowledge, and Abilities (SKA): Proficient with Microsoft Office Suite (Word, Excel, Outlook) and internet-based case management systems; Strong organizational skills and attention to detail; Effective written and verbal communication skills to prepare professional documents and interact with diverse groups; Ability to maintain strict confidentiality and exercise professionalism; Capacity to work independently, take initiative, and function well as part of a team; Ability to balance multiple tasks and work under pressure; Familiarity with Tribal laws and court procedures, or willingness to learn quickly.

Working Conditions: Primarily office-based with extended periods at a computer terminal and focused listening during court proceedings Occasional out-of-area travel for training and meetings.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: July 28, 2025

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.