



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Wellness Court Assistant	Supervisor:	Court Administrator
Department:	Judicial/Wellness Court	Class:	222
Salary Range:	\$16.33 – 18.01	Pay Grade:	8
FSLA Status:	Non-exempt	Type:	Full-time
Open Date:	10/24/2024	Close Date:	Open Until Filled

POSITION DESCRIPTION: The Wellness Court Assistant provides a variety of clerical and monitoring services to the Walker River Paiute Tribal Wellness Court.

DUTIES AND RESPONSIBILITIES:

- Answers routine questions about specialized Court related legal forms, procedures and petitions.
- Maintains confidentiality on all matters.
- Listens to the public's complaints, concerns and questions; directs same to the appropriate department for additional legal assistance.
- Types specialized documents such as: Wellness Court Orders; Warrants; treatment referrals and Notices of Hearings.
- Assigns docket numbers to Wellness Court files, Criminal, Civil, Juvenile and Traffic Complaints.
- Searches for information (e.g., previous case status, fines, and fees) or documents requested by judges, Wellness Court Coordinator, Team members and the general public.
- Receives and process court documents.
- Serves as the Hearing Clerk by taking notes, ensuring the recorder is working, announcing the Judge, labeling evidence and swearing in witnesses.
- Prepares files for court hearings.
- Learns to support each of the specialized sections of the Court (Civil, Criminal, Traffic, Juvenile, Wellness, etc.)
- Provides professional customer service in person, on the phone and through all correspondence.
- Maintains Court calendars and dockets.
- May receive and account for funds and payments made to the Walker River Tribal Court.
- Routes paperwork to the appropriate court staff and departments.
- Processes mail in a timely and efficient manner.
- Assists in maintaining child support ledgers and payments.
- Supports and interfaces with other employees, Tribal members and general public.
- Conducts, attends and interacts in meetings with Walker River Tribal Court personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements, which affect the Nation and current trends in the field.
- Maintain court documents using case management software and court recording system.
- Maintains a positive working relationship with other Tribal employees.
- Duties will include assisting with personal service of court documents, monitoring Program participants and transporting of participants, if needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have good verbal and writing skills.
- Basic clerical skills required, PC skills a plus.
- Must possess a willingness to learn Wellness Court concepts and processes.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to maintain confidentiality.
- Must be able to read and write the English language, bi-lingual preferred.
- Must provide DMV driving report; provide a current DMV driving report; and be insurable under the Tribe's Insurance Policy.
- Must submit pre-employment drug testing and random testing in accordance to substance abuse policy.
- A favorable background investigation (must never have been convicted of a felony, or convicted of 2 misdemeanors within the past year).

REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or Equivalent; (2) years of relevant working knowledge of the legal system, criminal justice system, juvenile justice system, community resources, alcohol/drug abuse dynamics, and mental health system; and evidence of continuing education to maintain any required Certifications/Licenses and update knowledge and skills.

To Apply: Obtain an employment application from the Human Resources Department located at the Tribal Administration Building, 1022 Hospital Rd., Schurz, NV 89427. Call Human Resources at 775-773-2306 x2315 for such application. You can e-mail application with supporting documents to: lhawley@wrpt.org / tero@wrpt.org

If Hired: Must submit to and pass a pre-employment drug test and any random drug testing as required by the WRPT Personnel and Drug-Free Workplace Policies, with satisfactory results.

Indian Preference and TERO: *Preference in filling vacancies is given to qualified Indians in accordance with the Indian Preference Act, Title 25, U.S. Code, Section 472-473 and the Walker River Paiute Tribe Tribal Employment Rights Ordinance WR-01-01, as amended.*

JOB POSTING OFFICIALLY APPROVED

Tribal Chairman: <i>Andrea Martinez</i>	Date: 10/24/2024
Human Resources: <i>Lesley Hawley</i>	Date: 10/24/2024