

- Attends Tribal Council meetings and other Community meetings and functions as a representative of the Wellness Court to provide information about the Wellness Court;
- Deal tactfully, courteously and effectively with program participants and the public;
- Other duties as assigned by the Wellness Court Judge.

SKILLS REQUIRED:

- Must have a high school diploma or G.E.D;
- Two years' experience or equivalent combination of training, education or experience that demonstrates the potential ability to perform the duties of the Wellness Court Clerk/Coordinator; previous Drug Court or Wellness Court experience PREFERRED;
- Must have experience administering federal grant programs and coordinating grant program activities;
- Good knowledge of court procedures and the Hualapai Law and Order Code, constitution and tribal ordinances and other administrative rules and guidelines;
- Must meet all other requirements for the position of Hualapai Tribal Court Clerk;
- Good knowledge of standard record keeping practices and ability to compile and maintain accurate records of the Wellness Court and Wellness Court proceedings;
- Must be able to establish priorities in completing daily assignments;
- Ability to communicate with other departments and agencies to assist in coordinating Wellness Court programming, services and activities for participants;
- Working knowledge of Windows Operating System (Word, Excel) and other databases and computer programs used by the Wellness Court;
- Must be willing and able to attend local and out-of-state training as directed;
- Must have excellent communication skills;
- Must pass a background check; Must never have been convicted of a felony;
- Ability to maintain strict confidentiality;
- Must have a valid driver license and be able to pass an MVR screening;
- Submit to and pass a pre-employment and random drug/alcohol screening;
- Must be dependable;
- Position may require work beyond regular business hours.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Native American descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.