

POSITION ANNOUNCEMENT

Chitimacha Tribal Courts

Deputy Clerk I

Summary: This position performs a variety of office and support duties, case management and electronic filing associated with operation of the Chitimacha Tribal Trial Court, Juvenile Court and Appellate Court.

Education and/or Experience: A high school diploma or GED AND two (2) years of relevant clerical, or secretarial experience.

Additional Requirements: Must not have prior or any future criminal convictions, due to the sensitivity of this position.

Preference will be given to qualified Native Americans; Subject to pre-employment and random drug testing; A background investigation will be required.

To Apply: View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application will be: **Monday, September 21, 2020.**

