

# POSITION ANNOUNCEMENT

## *Chitimacha Tribal Courts*

### Deputy Clerk III ~ Notary

**Summary:** This position is responsible to assist the Clerk of Court with judicial functions associated with the overall operation of the Chitimacha Tribal Court, Peacemaker Court, Appellate Court and Probation Department.

**Education and/or Experience:** Associates Degree in Business Administration or five (5) years of experience in court administration.

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

***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](http://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: **Friday, September 18, 2020.**

