

PART-TIME ASSISTANT COURT CLERK

The Delaware Tribe of Indians Tribal Court seeks an Assistant Court Clerk. This is a part-time position with the Tribal Court. This person will work with the current Court Administrator/Clerk in support of the Tribal Court.

Qualifications:

Minimum: High School Diploma with 1-2 year of Administrative and Clerical work experience. Proficient in Microsoft Office Suite.

Preferred: Associate's Degree in a legal field or at least 2 years prior legal experience

Location:

This position will be located in Bartlesville, OK and Caney, KS.

To Apply:

Please email resumes to rhedges@delawaretribe.org or mailed to the tribal headquarters @ 5100 Tuxedo Blvd, Bartlesville, OK 74006 **ATTENTION: TRIBAL COURT.** No phone calls please.

Position closes at end of business on July 24, 2020.

Delaware Tribal Member/Native American preference will be observed.