

# KEWEENAW BAY INDIAN COMMUNITY

## 2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President  
TONY LOONSFOOT, Vice President  
ELIZABETH "LIZ" JULIO, Secretary  
TONI J. MINTON, Assistant Secretary  
DALE F. GOODREAU, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

THEODORE "AUSTIN" AYRES  
DOREEN G. BLAKER  
ROBERT "R.D." CURTIS, JR.  
SUE ELLEN "SUZIE" ELMBLAD  
RODNEY LOONSFOOT  
SAM LOONSFOOT  
MATHEW SHALIFOE, JR.

## COURT CLERK

One (1) full-time, non-exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Copy of valid, unrestricted driver's license
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance form from the Michigan Department of Health & Human Services
- ☐ Copy of High School Diploma, GED or College Transcripts
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Personnel Department  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4175 or 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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**POSITION ANNOUNCEMENT**

THEODORE "AUSTIN" AYRES  
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### **POSITION:**

### **COURT CLERK**

One (1) full-time, non-exempt position  
40 hours/week

### **LOCATION:**

Keweenaw Bay Indian Community Tribal Court  
L'Anse Indian Reservation

### **SUPERVISORY CONTROL:**

Chief Judge

### **SALARY:**

Grade 9 w/o certification (minimum starting wage \$ 21.33 /hr)  
Grade 10 w/certification (minimum starting wage \$ 23.37/hr)

### **REQUIRED QUALIFICATIONS:**

- Associate's Degree in Information Systems, Accounting, Business, Administration, or Legal Systems, or in a field related to the position, and two years of previous full-time administrative experience.

### **OR**

High School Diploma or GED plus four (4) years of full-time experience or education in a position-related field.

- Must be twenty-one (21) years of age.
- Has never been convicted of an offense in any jurisdiction for which the maximum penalty is one (1) year of incarceration or more.
- Has not been convicted of an offense in any jurisdiction within the past year.
- Must be bondable, as a collector and custodian of fines and other monies that shall come into the possession of the Court.
- Notary Public status or obtain within two (2) months from the date of hire.
- Must possess Court Clerk training and/or certification through SAGE Education, National American Indian Court Judges Association, National Judicial College, or applicable certified court clerk training from a State or federal government; or must obtain within two years of hire.
- Knowledge of basic secretarial skills including typing, general office procedures, and filing systems.
- Knowledge of accounting basics, including, but not limited to, keeping an accurate account or record of monies paid to or through the Tribal Court and ensuring that such monies are properly deposited or remitted in accordance with tribal policy.
- Competency with computer hardware and software, with demonstrated knowledge of Microsoft Office applications (e.g. Word, Excel, PowerPoint, Outlook) and demonstrated familiarity with Access spreadsheets.
- Must have critical thinking, time management, and organizational skills.
- Must be detail-oriented.
- A neat, clean personal appearance.
- Must be able to work independently and be proactive in job duties and daily, weekly, and monthly tasks.
- Must have the ability and skill to communicate courteously and effectively in a professional manner.

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- Must maintain the highest level of confidentiality and professionalism in an unbiased manner.
- Must be able to work on-call (e.g. nights, weekends, etc.) for emergency hearings and other matters.
- Must have a valid, unrestricted state driver's license, and be insurable to operate KBIC fleet vehicles.
- Employment is contingent upon a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy and the Security Background Check, and a satisfactory finding from the pre-employment drug testing and pre-employment physical.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans, with submission of a DD214.

**DUTIES AND RESPONSIBILITIES:**

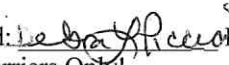
- Ensure that all clerical work of the Court in regard to the criminal, probate and civil process is properly prepared, processed, and issued. This includes, but is not limited to:
  - Receiving and processing criminal complaints, citations, civil complaints, probate, petitions, and motions.
  - Schedule all proceedings that shall come before the Court for prompt hearing.
  - Prepare and issue summons, notices, and court orders for all court appearances.
  - Notify all parties, and the Prosecuting Attorney or Appellate Court, when appropriate, of Court proceedings, and provide proof of service.
  - Properly entering case file data into the FullCourt case management system and court docket.
  - Preparing and issuing subpoenas.
  - Record all proceedings of the Court, and perform dictation when required.
  - Protect, preserve, and ensure all Court records and recordings are properly kept in accordance with Court policy.
  - Transcribe Court recordings when required by Court rule or Court order.
  - Maintain time deadlines for Probate cases to be processed and perform services as registrar for Probate cases.
  - Maintain Guardianship and Conservatorship files and notices, deadlines for submitting annual reports, and scheduling annual review.
  - Maintain the Adoption Database, ensuring bi-annual reporting is processed.
  - Assist with court orders for Child Neglect and Dependency cases in a manner that complies with Title IV-E funding.
  - Biannually the Clerk of the Court shall work with designated members of the Tribal Council and select members of the jury, send out, review, and process juror questionnaires.
  - Clerk shall subpoena and summons jurors and witnesses for trials and prepare the Court.
  - Clerk of the Trial Court shall assist the Healing to Wellness Court when necessary.
- As a collector and custodian of fines and other monies that shall come into the possession of the Court, the Court Clerk must ensure that all court accounting processes are properly prepared, processed, and issued. This includes, but is not limited to:
  - Collecting fines and other monies required to be paid to or through the Court.
  - Creating and maintaining an accurate accounting and record with respect to the collection and deposit of all monies required to be paid to or through the Court.
  - Ensure that all monies are properly deposited or remitted in accordance with Court and KBIC policy.
  - Complete bank and cashier deposits, and end-of-day processing.

- Prepare and process billing for incarceration and correction facilities.
- Complete Revenue and Trust Accounting.
- Prepares a Debit and Credit spreadsheet for the Tribal Court checking account, and submit to the Accounting Department monthly.
- Create and maintain non-criminal drug testing accounts.
- Process payments through appropriate funding for court operations.
- Prepares and completes interoffice purchases, petty cash, etc.
- Assists with Child Care Fund payments, ensuring proper documentation for Child Care Fund (CCF) audits.
- Performs the duties of the Appellate Court Clerk as designated by the Ordinance, which includes:
  - Receiving Notice of Appeal, fee(s), briefs, and other documents.
  - Recording and note-taking at Appellate hearings.
  - Transcribing Court recordings upon the request of an Appellee and certifying transcripts.
  - Preparing and serving Court documents.
  - Entering case data into Full Court.
  - Other reasonable duties as assigned by the Chief Justice.
- In the absence of, or at the direction of, the Chief or Associate Judge, set bail bond in accordance with the Bond Schedule developed by the Chief Judge. Further, process bail bonds and serve a copy on the Defendant, Prosecuting Attorney, law enforcement, and any other applicable entity.
- In connection with speeding offenses only, accepts pleas of admission of responsibility, guilt, or no contest, and sets and collects fines for speeding in accordance with a Fine Schedule prepared by the Chief Judge.
- Communicates with correctional facilities regarding incarceration availability, when necessary.
- Coordinates and schedules all remedial care (e.g. medical, dental, psychiatric) for incarcerated persons with attention to the most cost-efficient process for the inmate.
- Complete Statistical and Management Reporting.
- Compile case files and citation tracking information for the Court.
- Prepare case reports.
- Prepare monthly and year-to-date transmittals.
- Prepare Tribal Court statistics for monthly reports to the Tribal Council and Great Lakes Indian Fish and Wildlife Commission.
- Reports docketed criminal cases to the Sex Offender Registration and Notification Act (SORNA) Coordinator monthly.
- Maintains Keweenaw Bay Indian Community Tribal Court Advocacy Association database and ensures fees are processed.
- Attends trainings and conferences as required for the position.
- Performs other duties, as requested by the Chief Judge and/or Associate Judge.

*This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level difficulty.*

**Distribution Date:** September 22, 2026

**Closing Date:** October 6, 2026 at 4:00pm

TERO Approved:  Date: 9/22/26  
Reviewed for Barriers Only!