



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Court Clerk - Tribal Court

Salary: \$21.50 per hour, Non-Exempt

Opening: Monday, October 19, 2026

Closing: Friday, October 30, 2026

BASIC FUNCTION:

Reporting to the Tribal Court Administrator, or to the Chief Judge, in the absence of a Tribal Court Administrator, the Court Clerk serves as a key administrative support role within the Tribal Court system, ensuring the efficient and accurate processing of court documents, case files, and legal proceedings. This position requires a high level of confidentiality, attention to detail, and a strong understanding of the Quechan Law and Order Code, Court procedures, legal terminology, and judicial procedures. The Court Clerk assists the Presiding Judge in conducting Court hearings, preparing reports and judicial orders, and maintaining court records in accordance with established procedures. This is a highly administrative judicial management position that works in collaboration with the Court Administrator and Chief Judge to support the overall efficiency and integrity of the Tribal Court System.

DUTIES & RESPONSIBILITIES:

- Prepares, files, docket, motions, and maintains court documents, and case files, enters minutes on cases, and records in accordance with the Quechan Law and Order Code, Tribal Court procedures, federal law, and other applicable laws.
- Schedules and coordinates court hearings, trials, and other judicial proceedings.
- Records and transcribes court proceedings, ensuring accurate and timely documentation.
- Assists with case management and administrative support.
- Processes court orders, summons, subpoenas, notices, and other legal documents.
- Responds to inquiries regarding court procedures and case status consistent with confidentiality requirements and without providing unauthorized legal advice.
- Maintains confidentiality and security of sensitive court records, information, systems, and Criminal Justice Information.
- Collects and processes court fees, fines, and other payments in accordance with established financial controls.
- Ensures compliance with Tribal Court policies, procedures, ethical standards, and applicable court protocols.
- Supports the development and implementation of court programs and community outreach initiatives.
- Performs other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED required.
- An associate degree in legal studies, criminal justice, court administration, or a related field is preferred; an equivalent combination of education, court-related training, and demonstrated experience may be considered.
- Possess and maintain a valid driver's license and an insurable driving record as required for assigned duties.
- Prior experience in a Tribal court, court clerk's office, or legal office setting is strongly preferred.
- Broad working knowledge of the Quechan Law and Order Code, Tribal Court procedures, legal terminology, and related statutory requirements, including applicable Federal Indian Law.
- Strong legal and administrative writing, proofreading, verbal communication, and records-management skills.
- Must successfully complete a Court writing and skills assessment, which may include a writing sample, proofreading, document preparation, case-processing, and other court-related practical exercises.
- Ability to strictly maintain confidentiality of court matters and Criminal Justice Information.
- Ability to understand and carry out oral and written instructions and work accurately under deadlines.
- Ability to establish and maintain professional working relationships with judges, staff, attorneys, advocates, litigants, and the public.
- Knowledge of Tribal government, sovereignty, and judicial systems.
- Proficiency in Microsoft Office and court case-management software.
- Ability to work independently and manage multiple tasks under pressure.
- Must successfully complete all applicable pre-employment and continuing background and security requirements, including fingerprint-based criminal history screening, FBI or equivalent checks when required, and any Criminal Justice Information (CJI) or Tribal Access Program screening and re-investigation required for system access.
- Must satisfy the Tribe's applicable criminal-history and suitability requirements for employment in a position of trust, including applicable drug screening.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Rd.

Winterhaven, CA 92283

Telephone: (928) 977-2727

Fax: (760) 572-2961

Mailing Address:

P.O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

Applicants must also send a brief email of interest directly to the Chief Judge at

chiefjudge@quechantribe.com.

For Human Resources questions or electronic submission of the Tribal application, contact

hadminassistant@quechantribe.com,

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass all applicable pre-employment screening and background/security requirements.