



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: Deputy Court Clerk - Tribal Court **Salary:** \$21.00 per hour, Non-Exempt

Opening: Monday, October 19, 2026

Closing: Friday, October 30, 2026

BASIC FUNCTION:

Reporting to the Tribal Court Administrator, or the Chief Judge, in the absence of a Tribal Court Administrator, the Deputy Court Clerk performs clerical and administrative duties in support of Court operations. This position maintains court records, assists the public, processes and files legal documents and motions, enters minutes on cases, and supports judges, advocates, attorneys, and court staff in proceedings. The Deputy Court Clerk ensures the efficient, accurate, and confidential handling of court cases in accordance with the Quechan Law and Order Code, Tribal Court procedures, and other applicable laws.

DUTIES & RESPONSIBILITIES:

- Prepares, files, docket, and maintains court documents, motions, case files, and records in accordance with the Quechan Law and Order Code, Tribal Court procedures, and other applicable law.
- Schedules and coordinates court hearings, trials, and other judicial proceedings and follows established court calendars and protocols.
- Records and transcribes court proceedings as assigned, ensuring accurate and timely documentation.
- Assists with case management, courtroom preparation, and administrative support.
- Processes court orders, summons, subpoenas, notices, motions, 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 controls.
- Ensures compliance with Tribal Court policies, procedures, ethical standards, Quechan Law and Order Code, Title 2 Court Operations requirements, and applicable court protocols.
- Coordinates with the Court Clerk, judges, and designated court staff to maintain accurate case files, docket entries, hearing materials, and judicial records.
- Supports court programs and community outreach initiatives as assigned.
- 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, advanced court-related training, and relevant 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 strongly preferred.
- Broad working knowledge of the Quechan Law and Order Code, including court operations, court procedures, legal terminology, filing requirements, and related statutory requirements.
- Strong writing, proofreading, verbal communication, and document-processing skills.
- Must successfully complete a Court writing and skills assessment, which may include preparation of a brief court-related writing sample, proofreading, filing/docketing, court-form completion, and practical exercises involving a sample motion or order.
- Ability to strictly maintain confidentiality of court matters and Criminal Justice Information.
- Ability to understand and carry out general oral and written instructions.
- 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.
- Strong organizational, communication, and interpersonal skills.
- 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
hradminassistant@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.