



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: Judicial Assistant - Tribal Court **Salary:** \$20.50 per hour, Non-Exempt

Opening: Monday, October 19, 2026 **Closing:** Friday, October 30, 2026

BASIC FUNCTION:

Reporting to the Chief Judge, the Judicial Assistant provides direct, high-level administrative support to the Chief Judge to support court efficiency, maintain strict confidentiality, and uphold the dignity and sovereignty of the Tribal Justice System. The Judicial Assistant also serves as a community liaison and resource navigator for the Tribal Court, helping self-represented (pro se) litigants, community members, and visitors understand court processes and available resources without providing unauthorized legal advice.

DUTIES & RESPONSIBILITIES:

- Guides self-represented (pro se) community members through Tribal Court procedures, case timelines, hearings, and docket processes without providing legal advice.
- Explains court rules, filing requirements, forms, procedural requirements, and hearing expectations clearly and neutrally.
- Coordinates accessibility accommodations, interpretation needs, and other authorized access services for litigants and court participants.
- Provides referrals to legal-aid organizations, Tribal advocacy offices, public defenders, and community or restorative-justice resources.
- Serves as a liaison to Quechan Tribal Bar members and other approved court-service partners.
- Coordinates court training, community notifications, informational materials, and public-facing resource communications.
- Maintains, organizes, and distributes standardized Tribal Court forms, including civil complaints, petitions, protective-order materials, and other approved forms.
- Reviews completed forms with self-represented litigants for procedural completeness, required signatures, verifications, and attachments without providing legal advice.
- Provides instructions on approved methods of service of process in compliance with Tribal judicial codes and Court procedures.
- Assists patrons with fee-waiver applications and verifies required supporting documentation.
- Manages operations of the Tribal Law Library and self-help resource services.

- Maintains and organizes current Tribal codes, resolutions, court opinions, state and federal Indian-law reporters, legal research materials, research guides, and approved public-access databases.
- Develops or updates self-help instructional guides, informational brochures, FAQ sheets, and other Court-approved public information materials.
- Tracks public intake interactions, recurring navigation barriers, law-library resource usage, and resource gaps and reports them to Court leadership.
- Coordinates closely with the Chief Judge, Court Clerk, judges, and Court Administrator regarding patron inquiries, self-help resource usage, and administrative support needs.
- Upholds professional standards, courtroom decorum, confidentiality, and Tribal Court ethics in all public-facing interactions.
- Provides direct administrative support to the Chief Judge, including scheduling, correspondence, document preparation, meeting materials, and other confidential assignments as directed.

QUALIFICATIONS:

- High school diploma or GED required.
- Specialized training in Tribal Law, Federal Indian Law, Tribal Court operations, legal studies, public administration, or related areas preferred.
- A minimum of an associate degree in legal studies, criminal justice, public administration, communications, or a related field is preferred; an equivalent combination of education, 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.
- Knowledge of the Quechan Law and Order Code, Quechan Constitution, Indian Civil Rights Act, Tribal Law and Order Act (TLOA), Violence Against Women Act (VAWA), and related Tribal-court procedures is preferred.
- Prior experience in a Tribal court, legal office, judicial chambers, self-help center, law library, public-service, or related setting strongly preferred.
- Strong writing, proofreading, verbal communication, research, customer-service, and organizational skills.
- Must successfully complete a Court writing and skills assessment, including a writing sample and practical exercises related to court correspondence, self-help materials, confidentiality, legal-resource navigation, or administrative support.
- Graphic design, desktop publishing, or document-layout experience for forms, brochures, public-information materials, or digital communications is preferred.
- Ability to strictly maintain confidentiality of judicial, personnel, and court matters.
- Ability to understand and carry out oral and written instructions and work independently under deadlines.
- Ability to establish and maintain professional working relationships with judges, staff, attorneys, advocates, litigants, community members, and the public.
- Knowledge of Tribal government, sovereignty, and judicial systems.
- Proficiency in Microsoft Office, court case-management software, and electronic legal-research or document-management systems.

- Ability to handle multiple tasks under pressure while maintaining accuracy, neutrality, and professional judgment.
- Must successfully complete all applicable pre-employment and continuing background and security requirements, including fingerprint-based criminal history screening 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.