



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: Tribal Court Administrator

Salary: \$75,004.00 - \$86,890.00 Exempt-DOE

Opening: Monday, October 26, 2026

Closing: Open Until Filled

BASIC FUNCTION:

Reporting to the Chief Judge, the Tribal Court Administrator is responsible for overseeing the non-judicial administration of the Quechan Tribal Court. This role ensures the efficient management of court operations, financial oversight, personnel supervision, case flow coordination, technology, facilities, security coordination, and compliance with applicable laws, regulations, grant requirements, and Court policies. The Court Administrator manages budgeting, technology implementation, facilities oversight, interagency coordination, and development of policies and procedures. This position requires strong leadership, organizational skills, sound judgment, and substantial experience in court administration.

DUTIES & RESPONSIBILITIES:

- Oversees daily non-judicial functions of the Tribal Court, ensuring efficient case processing and administrative operations.
- Develops, implements, and enforces court administrative policies and procedures to improve operations.
- Coordinates with judges, attorneys, Tribal departments, law enforcement, detention facilities, funding agencies, and other external agencies.
- Maintains oversight of court records, dockets, case-management systems, e-filing platforms, and digital recordkeeping.
- Develops and manages the Court's annual budget, ensuring financial accountability and alignment with approved operating plans.
- Oversees grant funding, financial reporting, procurement coordination, and compliance with funding requirements.
- Conducts or coordinates audits, reconciles financial transactions, and prepares budget and operational reports.
- Supervises, trains, assigns, and evaluates court staff and supports professional development.
- Administers personnel matters within delegated authority and in coordination with Human Resources and applicable Tribal policies.
- Implements and maintains court technology systems, including case management and e-filing platforms.

- Oversees facility security coordination, maintenance, office equipment, and continuity of operations.
- Ensures IT security compliance, data protection, and appropriate controls for Criminal Justice Information and other confidential court information.
- Acts as the primary administrative liaison between the Court and other Tribal, state, federal, and intergovernmental entities.
- Represents the Court in administrative meetings, legal forums, funding discussions, and intergovernmental collaborations as authorized.
- Develops and implements public education and community-information initiatives concerning court services.
- Upholds professional standards, courtroom decorum, confidentiality, and Tribal Court ethics in public-facing and interdepartmental interactions.
- Reviews and recommends procedural and operational updates to improve efficiency and compliance.
- Oversees mandatory administrative reporting obligations to the Tribal Council and funding agencies as authorized by the Chief Judge.

QUALIFICATIONS:

- A minimum of a bachelor's degree in Court Administration, Public Administration, Business, Criminal Justice, or a related field, with at least two (2) years of budget oversight and three (3) years of progressive management experience; OR an associate degree in a related field with at least five (5) years of budget oversight and five (5) years of management experience.
- Possess and maintain a valid driver's license and an insurable driving record as required for assigned duties.
- Knowledge of court operations, legal procedures, case-management systems, budgeting, procurement, and administrative controls.
- Experience with financial oversight, grant administration, reporting, and regulatory compliance.
- Strong leadership, organizational, written communication, and personnel-management skills.
- Proficiency in Microsoft Office, database management, digital recordkeeping, and court technology systems.
- Experience working in Tribal courts or Tribal government strongly preferred.
- Knowledge of Federal Indian Law, Tribal sovereignty, jurisdictional issues, and the Quechan Law and Order Code.
- Studies or formal training in law, American Indian Studies, public administration, court administration, or public policy preferred.
- Must successfully complete a Court writing and administrative skills assessment, which may include preparation of a writing sample or memorandum based on a court-related scenario, policy review, budgeting, or administrative problem-solving.

- 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 complete required FEMA or emergency-management training, as designated by the Court.
- 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.