



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

	Court Administrator		
POSITION TITLE:	<u>/Court Clerk</u>	OPENING DATE:	<u>November 27, 2024</u>
CLASSIFICATION:	<u>Part-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Tribal Court</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Chief Judge</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

In the role of Court Administrator, the administrator will be responsible for the management and operations of all divisions of the Pechanga Tribal Court. With guidance from the Chief Judge, the Court Administrator shall prepare and implement the court budget and track court expenses and revenues; oversee the non-judicial operations of the court; organize court processes; provide management, support and assistance to all tribal court judges and Peacemakers; and maintain all case files. The Court Administrator is under the supervision of the Chief Judge of the Pechanga Tribal Court.

In the role of Court Clerk, the clerk shall serve all courts of the Pechanga Band's Judicial Branch. The Court Clerk shall render assistance in drafting subpoenas, warrants, notices and any other documents or duties incidental to the lawful functions of the courts and any other duties as assigned by the Chief Judge. The Court Clerk shall attend all hearings, keep written records of all proceedings of the courts, administer oaths and collect fines, costs, fees and other money, and account to the Band for all monies collected. The Court Clerk performs administrative duties for the Chief Judge and Peacemakers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Court Administrator

- Oversee development opportunities including tribal funds, grants, contributions and other funding sources, and is responsible for implementation and reporting/compliance of all funding sources, including the administration of all court grants.
- Responsible for financial management and preparing the court budget and approves all expenditures from the court budget. Supervises accounts receivable; ensures all income is properly documented and accounted for; and ensures all funds in whatever form, are properly forwarded to the Finance Department.
- Maintain court financial system and financial records; prepares financial reports as required.
- Responsible for the establishment of structured procedures and processes for the court rules and filing requirements.
- Responsible for collaboratively drafting, editing, formatting, and submitting reports to the Tribal Council, community committees, and funding agencies as required.
- Monitor and audit cashier cash receipts; reviews deposits; oversee trust accounts, when applicable.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Create and manage uniform record-keeping systems, collecting data on pending and completed judicial business and the internal operation of the court.
- Responsible for the administrative supervision of Tribal Court staff members consistent with Pechanga's personnel policies, procedures, and generally accepted practices. That supervision includes but is not limited to: annual performance evaluations, developing training programs as needed, insuring adequate staffing, distribution of work, etc.
- Oversee and monitor the effectiveness of court operations, identify problems, recommend and implement procedural and administrative changes.
- Works closely with the Chief Judge in developing and overseeing programs, policies, and procedures of the court, including record keeping, calendars and case-flow management systems, and personnel plans.
- Oversee the management of all court automated systems and technology to insure the continuation of services to the public and the court.
- Responsible for insuring the physical security and of Court records and Court facility through appropriate measures and actions.
- Maintain all pleadings, documents, and other materials filed with the Court.
- Maintain all evidentiary materials, transcripts, and records of testimony filed with the Court.
- Account for fines and other monies and property taken into the custody of the Court, when applicable.
- Provide security for files, documents, and materials filed with or in the custody of the court upon the specific instructions of the Judges or Peacemakers of the Tribal Court.
- Court Administrator position is in a courtroom setting: including, but not limited to, running court recording equipment, microphones, camera and backup of such equipment.
- Establish priorities in completing daily assignments in a timely and accurate manner and to work independently.
- Dependability in following through on all assignments.

Court Clerk

- Process petitions, complaints, and supplemental information on cases filed with the courts of the Pechanga Judicial Branch.
- Prepare notices of hearing, subpoenas, summons, warrants, commitments, court decrees, judgments, and program report.
- Prepare dockets or calendars of cases.
- Maintain the filing system assuring all records are secure and retrievable; maintain an index of all cases filed with the Judicial Branch by name and by case number.
- Receive, screen, and distribute incoming mail to Chief Judge for instructions on the type of action to be taken.
- Instruct parties regarding scheduled hearings and court appearances.
- Record court orders and maintain court records.
- Take notes while attending court hearings and prepare written records of all proceedings as minutes on docket forms.
- Prepare and issue orders of the court, prepare documents recording the outcomes of court proceedings.
- Authenticate copies of court orders and other documentation.
- Administer oaths and swear in witnesses.
- Answer inquiries from attorneys, litigants, and the public regarding judicial procedures, court appearances, trial dates, status of court orders, and adjournments.

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- Continuous effective communication and correspondence with internal staff, Court staff, Social Services and outside counsel as it pertains to scheduling court cases, and document preparation.
- Monitor and schedule time sensitive court cases, including venue arrangement, courtroom supplies, security and set up.
- Provide document preparation for hearings.
- Prepare correspondence and submit to Chief Judge, Peacemakers, and/or Supervisor(s) for review and signature.
- Coordinate travel arrangements for the Chief Judge and Peacemakers as needed.
- Develop and maintain court forms.
- Accurately sort and deliver documents in a timely manner.
- Perform as receptionist as assigned.
- Keep accurate minutes of court proceedings and recordings.
- Mark all exhibits during court trials, ensure custody of exhibits, and return all exhibits to the court file.
- Maintain confidentiality with highly sensitive information.
- Perform administrative tasks for the Chief Judge and Peacemakers.
- Stay current with changing court technology, policies, and procedures in a rapidly changing environment.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- A Bachelor's degree in court administration, business or public administration, criminal justice, or a closely related field is **required**.
- Minimum five (5) years of professional level management experience, including two (2) years of budget administration or any combination of training and/or experience that could likely provide the desired knowledge and abilities is **required**.
- Studies in law or American Indian studies; experience working with federally-recognized tribal governments; and/or being a member of an Indian tribe are preferred.
- Minimum of 2 years' experience as a Court Clerk, working inside or in support of a courtroom, or combination of education and experience in the legal field **required**.
- Candidate must have a minimum of 2 years of related experience in an office environment.
- Accounting background a plus.
- **Must** be 21 years or older.
- **Must** accept confidentiality as a strict condition of employment.
- **Must** be proficient in operating various computer-based programs (i.e., MS Word, Excel, etc.)
- **Must** follow detailed directions.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- **Must** successfully pass a pre-employment background investigation.

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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