



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Court Administrator/Court Clerk
STATUS: Non-Exempt
CLASSIFICATION: Part-Time
DEPARTMENT: Tribal Court
SUPERVISOR: Chief Judge
POSITION CATEGORY: B
RATE OF PAY: DOE

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.

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.

- 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.
- 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.

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- 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.
- 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

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.

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- 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Tribal laws, including the Judicial Ordinance, Peacemaker Code, Family Code, Child Support Ordinance and Orphan Support Ordinance, and other laws as may be adopted by the Band for application in the Judicial Branch; knowledge of rules of court and procedure, as adopted by the Chief Judge preferred or ability to learn such rules within six (6) months of hire.
- Knowledge of legal terminology, documents and procedures pertaining to cases before the courts of the Judicial Branch required.
- Knowledge of correct English usage, including spelling, grammar and punctuation.
- Ability to apply pertinent provisions of Tribal Law, Court Rules, and rules of procedure.
- Must have the ability to communicate effectively, both verbally and in writing at various levels of interaction ranging from individuals, community based organizations to government entities.
- Must have the ability to manage multiple projects with clear sense of ownership and priority,
- Must be able to work independently with minimum direction and without constant supervision.
- Must have the ability to remain calm and professional throughout stressful court proceedings.
- Must have good interpersonal skills including but not limited to: tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Must have excellent planning and organizational skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

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While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is frequently required to use hands and fingers to enter data in a computer terminal and/or write continuously for extended periods of time. The employee will use hands and fingers to also handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

This is largely a sedentary role that includes sitting for extended periods of time; however, handling and managing documents and files is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee's Manager	Date	Print name of employee's manager

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