

## **Tribal Court Clerk , On-Demand, Contractual Position**

**Position title:** Tribal Court Clerk for the Rincon Civil Trial Court (RCTC) and Rincon Court of Appeals (RCoA), (collectively, Rincon Tribal Court)

**Reports to:** Chief Judge, RCTC, Tribal Court Administrator, and Chair, Judicial Administration Committee.

### **Summary of Duties and Responsibilities:**

The Tribal Court Clerk will be responsible for ensuring that all aspects of the Tribal Court are operating effectively and efficiently. Provides all administrative, secretarial support to the RCTC Chief Judge and/or other Tribal Court Judges or Justices and in the performance of their duties, including scheduling and coordination of hearings, intake and processing of pleadings, calendar maintenance, and preparation of notices and other Tribal Court communication as directed. Maintains Tribal Court records and files, public information, and handling of witnesses. Assists with the follow-up on all Court Orders and judgments, including fines, fees assessed, restitutions, and civil suit judgments. Collects payment of court fees.

**This is an on-demand, contractual position.**

### **Specific Duties:**

1. Performs all planning and administrative functions for the Tribal Courts, issues and calendars notices, and schedules hearings.
2. Compiles the written work of all Tribal Court Judges or Justices, maintains the files and records of the court and all decisions and case dockets.
3. As appropriate, maintains working relationships with federal and state Court personnel, tribal and other law enforcement officials, and tribal or other government officials.
4. Responsible for timely responses from the Tribal Court on all issues, timely scheduling of cases, and the efficient handling of all administrative court requirements.
5. As directed, responsible for preparing and finalizing legal documents necessary in proceedings.
6. Assists with Tribal Court financial management and record keeping.
7. Responsible for public information, court records, confidentiality, witness management and all other administrative duties assigned.
8. Responds to emails and other written communication directed to the Court Clerk.

9. Completes other tasks as assigned.

**Qualifications:**

- The ideal candidate will have prior experience working with the Rincon Band and/or working within a tribal court system.
- Knowledge of the Tribe’s customs, traditions, and decision-making processes or be willing to learn.
- Basic general knowledge of Federal Indian law, Tribal Law, and standard legal practices or be willing to learn.
- Basic knowledge on prioritizing urgent tasks and ability to meet deadlines.
- Prior experience working in Federal Indian Law and California laws is preferred.
- Prior experience working with tribes; experience working with Rincon Band is preferred.
- Prior experience working with confidentiality is preferred.
- Outstanding communication and interpersonal skills
- Prior experience working within a tribal, Federal, and/or State judicial system is preferred.
- Advanced office skills, including expertise with Microsoft Office applications and Adobe Acrobat; case management software experience is desired.
- A willingness to learn new skills to meet designated tasks.
- A willingness to work as a team member.

**Education and Mandatory Job Requirements:**

- Preferred, but not required: Four-year Bachelor’s Degree in Business Administration, Public Administration, American Indian Studies or a closely related field.
- Minimum Requirement: High School Diploma or GED
- Must have a Driver’s License
- Must be available for minimal travel to attend in-person meetings, in-person court hearings as needed, conferences and other events directed by the tribal judge or court administrator.
- Must have access to a strong and reliable internet connection.
- Must have access to a quiet at-home workspace for virtual work meetings and court hearings.

**To Apply:**

Please submit your resume via email to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

**Selection Process:**

All resumes will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess related education, experience, and training.