

# PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians  
P.O. Box 1477, Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778  
Email: HR@PECHANGA-NSN.GOV

## **COURT CLERK**

The Pechanga Band of Luiseno Indians is accepting applications for the position of Court Clerk.

## **SUMMARY:**

The Court 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:**

- 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 prepares a written record 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 & EXPERIENCE:**

- College Degree preferred; High School diploma required.
- Minimum of 2 years 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.
- Must have knowledge of legal terminology and documents including pleadings, notices, accountings, conservatorship documents and functions and purpose of Tribal and probate laws.
- Accounting background a plus.
- Proficient in Microsoft Office with a focus on Word, Excel, and Outlook.
- Must maintain strict office confidentiality.
- Must be able to work independently with minimum direction, and without constant supervision.
- Must follow detailed directions.
- Must manage multiple projects and properly prioritize the workload.
- Must 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.
- 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.

For complete Job Announcement and application go to: [WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV). Send resume and application to [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV), fax to 951-695-1778 or mail to P.O. Box 1477, Temecula, CA 92593.

### **HIRING PREFERENCE:**

The Pechanga Tribal Government will at all times and for all positions give hiring, transfer and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseño Mission Indians Members; 2) Pechanga Band of Luiseño Mission Indian Member Spouses; 3) Other American Indians; and 4) all others.