



P.O. Box 255  
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cochiti.org

**INTERNAL  
JOB ANNOUNCEMENT  
ADMIN-2025-019**

**POSITION TITLE:** Tribal Court Clerk  
**FSLA STATUS:** Non-Exempt  
**POSITION TYPE:** Regular Full Time  
**DEPARTMENT:** Administration  
**REPORTS TO:** Tribal Court Coordinator  
**BACKGROUND LEVEL:** Child Care S  
**PAY RANGE:** \$16.00 - \$21.00 (DOE)  
**OPENING DATE:** February 24, 2025

**Position Summary:**

Under direct supervision of the Tribal Court Coordinator, the Court Clerk performs to ensure the timely processing of case files, court documents, ICWA notices and provides daily clerical and staff support for the Tribal Courts Department. The Court Clerk is a person of integrity who is responsible, accountable, and highly organized. The qualified individual provides key support to the functions of Tribal Court and works professionally with multiple agencies, staff, and diverse community members. The Court Clerk *must* always maintain professionalism and confidentiality.

**Duties & Responsibilities:**

- Maintains department standards of strict confidentiality on all matters.
- Answers, screens calls, and coordinates with department staff to convey accurate information.
- Assist with contacting Family Services and/or Case Worker in the event of an emergent situation.
- Communicates critical information by conveying information accurately, honestly, and concisely in a professional manner.
- Assist with coordinating with the Family Services and department staff to ensure efficient scheduling for client appointments and events to maintain the department calendar.
- Attends meetings upon request/approval of the Tribal Court Coordinator.
- Assist with community outreach and department events and functions.
- Assist with recording and transcribing meetings.
- Coordinates with the Tribal Court Coordinator to ensure efficient scheduling of court hearings and preparation of court orders, dispositions, rescheduling, and cancelation of court appointments.

- Provides clerical support by maintaining court docket, updating court calendar, and maintaining case files, probation, and court records.
- Assist with preparing documents for court by ensuring accuracy, completion, and proper filing of documents.
- Responsible for processing ICWA notices upon receipt to ensure timely response in conjunction with federal regulations.
- Maintains documentation in case records of treatment plans, progress reports, discharge summaries, and other pertinent record information.
- Maintains and updates Tribal Court dockets, court calendar, warrants, community service client hours, and fine(s)
- Prepares travel paperwork as needed.
- Responsible for ordering office supplies and preparing purchase orders as needed
- Monitors maintenance and proper operation of all communication systems and office equipment in the department, i.e., telephones, computers, printers, etc.
- Required to drive.
- Performs other related duties assigned by the Tribal Court Coordinator.

**Minimum Qualifications:**

- High School Diploma or GED required.
- Two years (2) years' experience of office support and administrative experience.
- One year (1) of work experience required with social services, behavioral health, prevention setting, or court setting or equivalent combination of experience, training, and or education.
- Must possess and maintain a valid Driver's License and be insurable through the pueblo's insurance.

**Knowledge, Abilities, Skills, and Certifications:**

- Standard office administrative practices and procedures, including filing, and business letter writing.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Techniques for dealing with the public, in person and over the phone.
- Skill in organizing court activities and recording court processing accurately.
- Knowledge of the functions and structure of Pueblo de Cochiti.
- Knowledge of records management and basic accounting procedures.
- Ability to work independently and in a team environment.
- Ability to accept responsibility and account for his/her actions.
- Ability to actively attend to, convey, and understand the comments and questions of others.
- Ability to deal with others in an antagonistic situation.
- Ability to interact and maintain good working relationships with individuals of varying social, economic, and cultural backgrounds.
- Ability to take direction and adhere to strict tribal, state, and federal policies and laws
- Ability to maintain a high level of confidentiality.
- Ability to make critical decisions while following tribal, state, and federal policies and laws.
- Ability to work independently with minimal supervision.

**INTERNAL CLOSING DATE: 3/4/2025**

**TO APPLY:**

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: [marsha.chavez@cochiti.org](mailto:marsha.chavez@cochiti.org) or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 584-3564.