



P.O. Box 255
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Cochiti Pueblo, NM 87072
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cochiti.org

**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
TC/ADMIN-012-2026**

POSITION TITLE: Tribal Court Coordinator/Probation Officer
FLSA STATUS: Non-Exempt
POSITION TYPE: Regular, Part-Time (20 hrs per week)
DEPARTMENT: Administration
SUPERVISOR: Tribal Administrator
BACKGROUND LEVEL: Child Care/Elder
STARTING PAY: \$25.00/hrly
OPENING DATE: Wednesday, March 3, 2026

Position Summary:

Under direct supervision of the Tribal Administrator the incumbent will perform a variety of administrative, court reporting and staff support duties for the Cochiti Tribal Court. Assists in the timely processing of case files for adjudication and directs visitors, maintains the docket, updates the calendar and prepares a range of documents. Manages a caseload of clientele who have been placed on probation or parole. The incumbent will coordinate the build out a Tribal Court system in close collaboration with designated tribal attorney. In addition, will coordinate the development of new and maintain existing tribal ordinances, criminal, and civil codes to ensure compliance with law enforcement regulations and to best protect the Tribes' people, property, land, and resources.

Essential Duties & Responsibilities:

- Provides case management for the Tribal Court including maintaining Trial Court Docket; updating calendar, utilizing a standard tickler system to keep track of all cases; scheduling hearings, court reporter, bailiff and other personnel and equipment required to conduct hearings.
- Coordinates the collection of court fines, support payments, issues receipts and processes accounts receivable.
- Records and transcribes hearings to ensure the Record of Law.
- Prepares, maintains and closes case files for criminal, traffic, civil, probate, domestic, juvenile and informal hearings.
- Prepares all judicial opinions on cases and ensures all appropriate parties are notified of Court judgment.
- Coordinates the drafting of tribal ordinances and codes upon direction from Tribal Council.
- Coordinates and facilitates the build out of Pueblo de Cochiti Tribal Court with designated Council Approved partners.
- Informs clients and the general public on the rules of procedure, assist clients in filing the appropriate forms with courtesy and respect and contacts clients on their depositions as needed.
- Manages a caseload of clients who have been placed on probation to determine compliance with court; develops and implements rehabilitation programs.
- Assists in transporting clients to treatment facilities, medical clearances, and detention centers as needed.
- Documents timely and accurately the results of the preliminary inquiries and treatment plans, reports, progress notes, discharge summaries, and other client-related data; generates reports to include prevention and educational activities.
- Reports violations of Probation or Diversion Agreements, Conditions of Release, or other sanctions of the court.
- Works cooperatively with law enforcement and other service providers.

- Attends court arraignments, hearings, and reviews in civil and criminal court.
- Notifies all parties concerned about postponement, cancellation or rescheduling of court activities.
- Answers and screens all judicial calls; provides information on cases as appropriate.
- Prepares and serves notice of cases and secures information to prepare notices, and records.
- Analysis and evaluates pending caseload to establish scheduling priorities; compiles information and data for completion of annual reports as required.
- Maintains confidentiality and security of documents, recorded information and interpersonal communications in all court and department matters.
- Assists in transporting clients to treatment facilities or medical clearances, and coordinates with detention centers as needed.
- Files and records the Leasehold Disputes Division records, Sublease records, and the Housing Dispute records.
- Maintains statistics on cases and records for reporting purposes.
- Contacts other tribal entities for matters involving active cases.
- Attends and participates in required meetings, training and seminars; participates as a Child Protective Services Team Member.
- Assists in the coordination of community and school awareness programs.
- Coordinates and collaborates with other Tribal Department
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Associates Degree in Paralegal or closely related field
- One-year administrative experience in a tribal court system required, or equivalent combination of education and experience.
- Must possess and maintain a valid Driver's License and be insurable through the pueblo's insurance.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Knowledge of traditional form of Pueblo customs and traditions.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in operating digital/electronic court reporting software.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.

CLOSING DATE: March 17, 2026

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: 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. Please contact our office at (505) 584-3564 for more information.