



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Court Clerk	
Department:	Tribal Court	
Employment Status:	Non-Exempt	Grade: NE7 (\$16.39- \$21.31)
Opening date:	March 30, 2026	Closing date: Open until filled

Job Summary

Performs a variety of administrative, court reporting and staff support duties for 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.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Answers and screens all judicial calls; provides information on cases as appropriate.
- 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.
- Prepares and issues orders of the court, including probation orders, release documentation, sentencing information and summonses.
- Prepares, maintains and closes case files for children's, criminal, traffic, civil, probate, domestic, juvenile and informal hearings.
- Prepares all judicial opinions and outcomes on cases and ensures all appropriate parties are notified of Court judgment.
- Informs clients and the general public on the rules of procedure and assist clients in filing the appropriate forms and timing of court appearances with courtesy and respect.
- Searches files, contacts witnesses, lay advocates, and litigants, in order to obtain information for the court.
- Prepares and marks all applicable court exhibits and evidence; secures courtrooms, exhibits and evidence.
- Records court proceedings, using recording equipment, or record minutes of court proceedings.
- Prepares and ensures courtroom has supplies and equipment needed.
- Opens court and calls to order.
- Accepts court fines, support payments, issues receipts and processes accounts receivable.
- Records and transcribes hearings to ensure the Record of Law.
- Notifies all parties concerned about postponement, cancellation or rescheduling of court activities.
- Prepares and serves notice of cases and secures information to prepare notices and records.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Responds to official inquiries to Tribal Court from outside entities; completes referrals and sends to appropriate treatment facilities.
- Makes arrangements for individuals sent to detention centers including working with families to obtain medical and vital records.

- Maintains confidentiality and security of documents, recorded information and interpersonal communications in all court and department matters.
- Maintains statistics on cases and records for reporting purposes.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Associates Degree preferred.
- One year administrative, secretarial, or court support experience.
- Computer and communication skills required.
- Must obtain a Court Clerk Certification within one year of employment.
- **Must have a valid NM Driver's License.**
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of court administration.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in operating digital/electronic court reporting software.
- Ability to communicate effectively 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 represent organization in a professional manner, building respect and confidence in the community.
- Ability to create, compose, and edit written materials.
- Ability to maintain confidentiality.
- Ability to maintain accurate files.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is sit and walk; required to use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to stand; and reach with hands and arms including above shoulder level. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office or court setting with a moderate noise level.