

JOB OPENING ANNOUNCEMENT

Job Title: Deputy Court Clerk

Report To: Court Administrator

Department: Judiciary Branch

Job Vacancy: YAN-25-32

Status: Full-Time; Exempt

Starting Wage: \$17.00 Per Hour

Opening Date: March 31, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Deputy Court Clerk provides a variety of clerical services to the Yavapai-Apache Tribal Court.

QUALIFICATIONS:

- High School Diploma or GED preferred.
- Must have good verbal and writing skills.
- Basic clerical skills required, PC skills a plus.
- Must never have been convicted of a felony, or convicted of 2 misdemeanors within the past year.
- Must possess legal experience within the last year.
- Must be able to maintain confidentiality.
- Must be able to read and write the English language, bi-lingual preferred.
- Evidence of continuing education to maintain any required Certifications/Licenses and update knowledge and skills.
- Must have a valid Arizona Driver's License and be insurable under the Nation's auto insurance policy and maintain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Answers routine questions about specialized Court related legal forms, procedures and petitions.
- Maintains confidentiality on all matters.
- Listens to the publics' complaints, concerns and questions; directs same to the appropriate department for additional legal assistance.
- Types specialized documents such as: Criminal, Civil, Juvenile and Traffic Orders; Jury Summons; Restraining Orders; Warrants; and Notices of Hearings.
- Assigns docket numbers to Criminal, Civil, Juvenile and Traffic Complaints.
- Searches for information (e.g., previous case status, fines, and fees) or documents requested by judges, prosecutors, attorney/advocates and the general public.
- Receives and process court documents.

- Serves as the Hearing Clerk by taking notes, ensuring the recorder is working, announcing the Judge, labeling evidence and swearing in witnesses.
- Prepares files for court hearings.
- Learns to support each of the specialized sections of the Court (Civil, Criminal, Traffic, Juvenile, Wellness, etc.)
- Provides exceptional customer service in person, on the phone and through all correspondence.
- Maintains Court calendars and dockets.
- May receive and account for funds and payments made to the Yavapai-Apache Tribal Court.
- Routes paperwork to the appropriate court staff and departments.
- Processes mail in a timely and efficient manner.
- Assists in maintaining child support ledgers and payments.
- Serve as Receptionist/Secretary/Bailiff for the Yavapai-Apache Tribal Court.
- Supports and interfaces with other employees, Tribal members and general public.
- Conducts, attends and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the field.
- Maintain court documents using case management software and court recording system.
- Maintains a positive working relationship with other Tribal employees.
- Participates on various Nation work groups and is responsible for team work in the Judicial Branch.
- Duties will include assisting with personal service of court documents and transporting of inmates, as well as acting as a Bailiff during Court proceedings and maintaining order in Court.
- Other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to fingers, handle or operate objects; tools or controls; and reach with hands to arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

