

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-62**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Court Clerk
OPENING DATE: August 4, 2026
CLOSING DATE: August 12, 2026
DEPARTMENT: Tribal Courts
SALARY RANGE: NE9; \$18.16 - \$27.24

Position Summary:

Under direct supervision of the Court Administrator, the Court Clerk performs a wide variety of administrative support services for the Pueblo Court. Achieves results through coordination of services and activities with other Judicial Services programs and offices. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Date stamps incoming citations, complaints, petitions, and supplemental information. Enters documents into court case assignment spreadsheets and court management system.
- Issues subpoenas, summons, warrants, commitments, court decrees, judgments, and referrals based on information received from Law Enforcement, Probation/Parole Officers, or Prosecutor's Office.
- Attends court sessions and digitally records proceedings; in absence of the Bailiff calls court to order and administers oath.
- Reviews legal documents for accuracy and completeness; enters acceptable documents into the court's automated case management system; marks and maintains exhibits. Informs filing party if additional information/data is required.
- Responds to inquiries regarding the Pueblo Court's processes/procedures independently based on nature of inquiry and within scope of responsibility or by referral to appropriate personnel.
- Maintains required data for the development of narrative and statistical reports.
- Posts debits and credits to journals; and balances simple accounts. Sets up account receivable file for defendants' fee payment schedule.
- Maintains calendar of hearings, trials, and arraignments, schedules jury trials, issues court appearance subpoenas and jury summons.
- Maintains bond registers and ledger, forfeits bail as ordered by the Court, processes for summary judgment.
- Prepares comprehensive case files for the Pueblo of Laguna Court of Appeals.
- Assists the Court Administrator with jury trial management.
- Provides necessary documents for proceedings to appropriate internal/external programs, departments, and agencies.
- Completes background checks for the Pueblo, external agencies, and other courts.
- Ensures the protection of confidential files and information.
- Obtains required Certifications within specified time limits; enhances professional and technical knowledge by attending relevant training.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Performs other duties as required.

Minimum Qualifications:

- High School Diploma or GED required.
- One (1) year of court clerk experience or other administrative work experience required.
- Associate degree in criminal justice, Sociology, or Legal Assistant preferred.
- Current Court Clerk certification preferred.
- Current New Mexico Notary Public commission preferred.
- FEMA/ICS 100, 200, and prerequisites Certifications preferred; must obtain within six (6) months of hire.

- A combination of relevant education and related experience may be considered.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Court Clerk is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, and Skills:

- Knowledge of standard practices, procedures, and processes of judicial systems sufficient to carry out essential duties.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of legal terminology sufficient to carry out essential duties.
- Knowledge of records management and basic accounting procedures.
- Knowledge of the Pueblo's laws and traditions sufficient to assist the public.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently, undertake multiple assignments, organize projects, and manage time effectively.
- Ability to frequently establish and change priorities to meet deadlines.
- Ability to research and retrieve information electronically.
- Ability to understand and apply the Pueblo Court's policies, rules, and procedures.
- Ability to read and interpret legal documents and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to interact and maintain good working relationships with co-workers at all levels and with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to observe the confidential nature of court proceedings, other court processes, and client/case information.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to follow oral and written instruction.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in maintenance of statistical data, document management, and recordkeeping.
- Skill in computer use, including Word, Excel, Outlook, PowerPoint, and software unique to program.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle and feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with moderate noise level and occasionally in a courtroom setting. Evening and/or weekend work may be required. There is regular/frequent interaction with the public. Exposure to hostile and violent situations may arise. Tight time constraints and multiple demands from several people are common. Travel may be required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES