TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 11/23/2026 **Closing Date: 12/08/2026**

Position Title: Self Help Services Coordinator

Department: Tribal Court

Work Schedule: Monday-Friday 8:00AM-5:00PM

Wage Rate: Pay Range 61: $35.20-$45.06 /HR/Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- Tribal Identification *(if applicable)*

All requested information must be in the **Tribal Administration Human Resources** office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Must provide completed applications for all open positions applying for:

Submit To:
Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN

TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Self Help Services Coordinator

WORKSITE: (Hybrid option)
Tule River Justice Center
129 S. Reservation Rd
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under the direction of the Tribal Court Administrator, the Self-Help Services Coordinator develops, coordinates, and delivers self-help legal services and access-to-justice programs for tribal members and their families. The Coordinator assists self-represented litigants by providing legal information, educational resources, procedural guidance, referrals, and access to court services while maintaining neutrality and avoiding the unauthorized practice of law.
The Coordinator serves as a liaison between court users, legal service providers, community organizations, and the Tribal Court to improve access, understanding, and participation in court processes. Responsibilities include developing self-help materials, conducting community outreach, managing self-help services, maintaining resource libraries and websites, coordinating attorney appointments, collecting program data, and ensuring services are culturally responsive, accessible, and user-centered.

DUTIES AND RESPONSIBILITIES:

1. Provide legal information and procedural guidance to self-represented litigants in Tribal Court and applicable State Court matters..
2. Assist individuals with understanding court processes, deadlines, hearings, and filing requirements
3. Assist with completing and reviewing court forms for completeness.
4. Assist clients in locating applicable tribal codes, ordinances, court rules, and public legal resources.
5. Develop and expand self-help services and access-to-justice initiatives.
6. Create and maintain educational materials, instructional guides, forms, videos, brochures, and online resources.
7. Ensure self-help materials utilize plain-language principles, accessibility standards, and culturally appropriate content.

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Resolution No.: FY2026-237(1)

8. Develop procedures and workflows that improve service delivery and court accessibility.
9. Evaluate community needs and recommend new programs and services.
10. Coordinate workshops, clinics, and informational presentations for tribal members.
11. Build partnerships with legal aid organizations, social service agencies, educational institutions, and community groups.
12. Conduct outreach activities to increase awareness of court services and legal resources.
13. Develop informational campaigns through print, website, video, and social media platforms.
14. Ensure self-help resources are accessible to individuals with disabilities and limited English proficiency.
15. Coordinate interpreter services and accommodation requests when appropriate.
16. Maintain self-help resources in multiple formats, including print, electronic, video, and web-based platforms.
17. Collect user feedback and conduct periodic assessments to improve services and resources.
18. Maintain confidential client intake records, referrals, and service statistics.
19. Prepare monthly, quarterly, and annual reports regarding program activity and community needs.
20. Assist with grant administration, reporting, and compliance activities.
21. Attend court hearings, staff meetings, trainings, and community events as assigned.
22. Maintain the Self-Help Center website and resource database.
23. Maintain organized, secure, and confidential client intake files, service records, referrals, and program documentation in accordance with Court record retention policies.
24. Perform other related duties as assigned.

QUALIFICATIONS:

Required Qualifications

1. Must be 18 years of age or older
2. Bachelor's degree Required -Preference to degree in Criminal Justice, Public Administration, Legal Studies, Political Science, Social Work, Human Services, or relevant course work). Work Equivalency/ Experience or Certified Training will be considered, submission of work equivalency is to be submitted with application. Equivalency will also require two (2) reference letters from former employers or supervisors.
3. Four (4) years of progressively responsible experience in a court, legal services, tribal government, social services, or related environment.
4. Minimum two (2) years working directly with legal documents, court processes, or self-represented litigants.
5. Experience coordinating programs, projects, or community services.

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Preferred Qualifications

1. Paralegal Certification.
2. Experience working within a Tribal Court system.
3. Knowledge of: ICWA, Public Law 280, Tribal jurisdiction, family law, probate law, and civil procedures.
4. Grant management experience.
5. Supervisory or program management experience.
6. Bilingual skills.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Tribal Court operations, procedures, and tribal governance.
2. Knowledge of legal terminology and court filing procedures.
3. Ability to explain complex legal processes in plain language.
4. Ability to maintain neutrality while providing legal information rather than legal advice.
5. Strong oral and written communication skills.
6. Strong public speaking and presentation skills.
7. Ability to develop educational materials and community resources.
8. Ability to establish effective working relationships with tribal members, attorneys, judges, court staff, and partner agencies.
9. Ability to manage multiple priorities and maintain confidentiality.
10. Proficiency with Microsoft Office, Adobe Acrobat, Canva, website management systems, and case management software.
11. Ability to collect and analyze data and prepare reports.
12. Ability to communicate effectively and professionally with individuals from diverse cultural, educational, socioeconomic, and linguistic backgrounds.
13. Ability to exercise patience, tact, diplomacy, and sound judgment when working with individuals experiencing stress, conflict, or legal challenges.
14. Ability to establish and maintain effective working relationships with tribal members, court users, attorneys, judges, government agencies, and community partners.
15. Ability to organize, prioritize, and coordinate multiple projects and assignments while meeting deadlines.
16. Ability to follow and communicate written and verbal instructions accurately.
17. Ability to adapt to changing priorities, workloads, and service demands in a fast-paced environment.
18. Ability to maintain accurate records, statistical data, and program documentation in compliance with Tribal Court policies, grant requirements, and applicable laws.
19. Proficiency in Microsoft Office Suite, including Word, Excel, Outlook, Teams, and Adobe Acrobat.

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20. Ability to operate standard office equipment including scanners, copiers, printers, telephones, and video conferencing systems.
21. Ability to develop informational, educational, and outreach materials using Canva, Adobe Creative Suite, Microsoft 365, or similar software.
22. Experience maintaining websites, online resources, and digital content preferred.
23. Ability to maintain confidentiality and exercise discretion in handling sensitive information, court records, and client communications.
24. Knowledge of records management, file maintenance, and document retention practices.

PHYSICAL REQUIREMENTS

1. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.
2. While performing the duties of this position, the employee is regularly required to sit, stand, walk, reach, bend, stoop, kneel, twist, and use repetitive hand and finger movements associated with keyboarding, data entry, and document handling.
3. The employee may be required to move between office and courtroom settings throughout the workday. The employee must possess sufficient vision to read printed materials, computer screens, legal documents, and court records, and sufficient hearing and verbal communication abilities to effectively communicate with court staff, judicial officers, attorneys, litigants, and members of the public.
4. The employee must frequently lift, carry, push, or pull materials weighing up to ten (10) pounds and occasionally move files, records, or office supplies weighing up to twenty-five (25) pounds.
5. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

This position reports to:	Court Administrator
Supervises:	NONE
Salary:	Pay Range: 61 ($35.18 - $45.06) DOE/ DOQ
Working Hours:	Full-Time: Monday – Friday, Hours will be set with approval by Court Administrator, and as needed to complete 40 hours weekly (Must be flexible for schedule change, Holidays, Nights to accommodate Court needs)

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Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED AMERICAN INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE