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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

(Internal Posting)

**Title:** Karuk Judicial System Deputy Administrator

**Reports To:** Judicial Administrator

**Supervises:** Assigned Tribal Court staff and/or consultants including but not limited to: Civil Division; Youth Wellness Forum/Juvenile Justice; Tribal Court Child Advocate Program.

**Location:** Yreka, California

**Salary:** \$31.00 to \$53.00 per hour

**Summary:** The Deputy Administrator will assist Administrator ensuring that all aspects of the Karuk Tribal Court Civil Division is operating effectively and efficiently. The Deputy Administrator and his or her support and/or managing staff shall be responsible for such administrative and ministerial duties as may be prescribed by the Tribal Court Ordinance or any other Tribal Ordinance mandating judicial review or process.

**Classification:** Part-time (30 to 39 hours per week), Non-Exempt, Non-Entry Level

**Application Deadline: August 31, 2022 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

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### Responsibilities:

1. Shall assist in updating, designing and implementing policies, procedures, and protocols of the Tribal Court Civil Division; conduct planning and development; and conduct staff evaluations.
2. Shall assist in coordinating and assuming responsibility for all Karuk Tribal Court obligations such as supporting grants, agreements, contracts and compacts.
3. Shall assist in developing, maintaining and implementing Tribal Court Civil Division-related agreements and contracts between the Judicial, Tribe, State, County and partners.
4. Shall assist with preparing the Judicial System annual plans and budgets;
5. Shall, in the absence of the Administrator, submit budgets and reports of expenses and expenditures to the Executive Director and Tribal Council as requested.
6. Shall assist in the care for and generate Judicial records and reports; compile Judicial data and statistics; assignments of Judge Pro Tem's, Tribal Court Child Advocates, , and ensure that legal court documents/files are not removed from the offices of the Clerk and the Tribal Courts except upon the specific instructions of a Judge of the Tribal Court.
7. Shall assist in ensuring that a library of laws, regulations, orders, opinions, and decisions of the United States and its administrative agencies and courts, the Tribal Council and Tribal Court, and of the various states and other Indian Tribes, insofar as they may be pertinent to the administration of justice for the Tribe is maintained.
8. Shall assist in maintaining the case management and video platform and court recording systems consistent with best court practices.
9. Shall provide support for Administrator/Judge; be responsible for the timely preparation of court findings and orders.

10. Shall, in the absence of support staff provide coordination for Appellate Court when needed; prepare notices to involved parties on appeals and monitor cases on appeal; and prepare appropriate transcripts for the Appellate Court.
11. Shall, assist in maintaining a list of qualified judges to be called upon to hear cases in the event of disqualification of a judge or as deemed necessary. The list shall always contain three qualified judges.
12. Shall, be able to accept appointment to Civil Division Cases and in the event that there is no qualified Judge or there are an insufficient number of Judges be qualified to hear a particular case and to dispose of the case in question enforcing the Tribal Ordinances and law, hear all matters delegated to the Court by ordinance.
13. Shall, assist in coordinating with the Tribal Court Appointed Advocate program regarding appointments of CAA's for children.
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in accepting other position related job duties as assigned;

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Master's Degree in related field preferred.

**Requirements:**

1. Must possess a Bachelor's Degree or equivalent in related field, possess demonstrable knowledge and experience with Tribal Judicial Systems, Indian, Federal and California Law, two years of administration experience and one year of supervision experience.
2. Must have knowledge of:
  - a. Public Law 280,
  - b. Laws, regulations, legislation, operations, rules, polices, and procedures of Peacemaker Dispute Resolution/Mediation and the Tribal Court.
  - c. Public and community relations emphasizing cultural sensitivity.
  - d. Legal terminology, procedures and documents used in court cases.
  - e. Establishment and maintenance of filing and information retrieval systems.
  - f. Personal computers and software applications related to court support duties.
  - g. Tribal Victim Assistance Services/Children's Justice Act Programs
  - h. Alcohol and Substance Abuse Programs
  - i. Office of Violence Against Women Tribal Governments Program
  - j. Office of Juvenile Justice/Tribal Youth Programs
  - k. Tribal Child Welfare Systems

- l. Correctional Alternatives (BJA) Programs
- m. Title IVD-Child Support Services

3. Must have the ability to perform a wide variety of complex and specialized support duties for the Tribal Court.
4. Must have demonstrable experience and sufficient legal training to preside over Tribal Court proceedings.
5. Must be either a judge from any Federally-recognized tribe, licensed to practice before a Tribal Court or possess one-five years of judicial experience with a solid knowledge of tribal court systems, criminal justice and civil law experience.
6. Must have demonstrable knowledge and experience in use of Microsoft Office professional suite, and capable of general fiscal skills.
7. Must be have demonstrable proficiency of, or a basic understanding of a courts case management system.
8. Must possess a valid driver license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
11. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act, 25 USC section 3207. Applicant must not have been found guilty of or plead no contest to any felonious offense, or 2 or more misdemeanor offenses involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children.

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved:** February 2, 2022    **Revised:** July 11, 2022

**Employee Signature:** \_\_\_\_\_