

## POSITION DESCRIPTION

- Title:** Tribal Court Administrator
- Reports To:** Chairman and Tribal Court Judge
- Supervises:** Tribal Court Clerk and Tribal Court Staff
- Location:** Yreka, California
- Salary:** \$35,000 to \$45,000, depending on experience
- Summary:** The Tribal Court Administrator shall be responsible for insuring that all aspects of the Tribal Court system are operating effectively and efficiently and shall provide relief to the presiding Judge and Peacemaker/Court Mediator of administrative tasks.

**Classification:** Full time, Exempt, Non-Entry Level

### Responsibilities:

1. Shall coordinate with the official Oversight Committee of the Tribal Court to design and implement policies, procedures, and protocols of the Tribal Court System; conduct program planning and development; and conduct program evaluations.
2. Shall manage the Tribal Court budget; identify resources for funding and technical assistance; determine and collect filing fees and fines; manage charges, deposits, collections, distributions, and refunds; balance and deposit monies collected; and prepare reporting narratives and financial reports.
3. Shall, in conjunction with the Tribal Court Clerk, care for and generate Tribal Court records and reports; compile Court data and statistics; certify documents; attend court sessions; schedule and calendar proceedings; take minutes for record when in Court; and perform legal processing assignments, as necessary.
4. ~~Shall coordinate ICWA court representation for the Karuk Tribe in State Court proceedings in which the Karuk Tribe has a standing. Additionally, shall monitor Karuk social services and Court representatives to ensure compliance with the ICWA.~~
5. Shall manage case information; answer questions regarding case status, fines, processes, and court appearances; prepare and send notices of hearings; prepare and send forms to appropriate agencies; arrange for interpreters and pro-tem judges, when necessary; and distribute notices of pretrial, case management, and readiness conferences.

6. Shall in the absence of the Court Clerk, manage jury and witness participation; establish jury pools; prepare jury affidavits; impanel jurors and administer oaths; and swear in jurors and witnesses.
7. Shall in the absence of the Court Clerk, provide support for Tribal Judge and Peacemaker/Court Mediator; prepare court findings and orders as directed; accept papers and documentary evidence introduced in court for filing; keep track of exhibits and evidence; prepare judgments, orders, notices of entry, and proof of service; and issue summons.
8. Shall in the absence of the Court Clerk, provide coordination for the Appellate Court; prepare notices to involved parties on appeals and monitor cases on appeal; and prepare appropriate transcripts for the Appellate Court.
9. Shall manage case flow and calendar; information and data processing; space and equipment.
10. 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.
11. Other job related 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.

**Requirements:**

1. Must possess high school diploma or equivalent.
2. Must have knowledge of:
  - a. Laws, regulations, legislation, operations, rules, polices, and procedures of Peacemaker Dispute Resolution/Mediation and the Tribal Court.
  - b. Public and community relations emphasizing cultural sensitivity.
  - c. Legal terminology, procedures and documents used in court cases.
  - d. Preparation and maintenance of Court calendars.
  - e. Establishment and maintenance of filing and information retrieval systems.
  - f. Personal computers and software applications related to court support duties.
3. Must have the ability to perform a wide variety of complex and specialized support duties for the Peacemaker Dispute Resolution/Mediation process and the Tribal Court.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

5. Must adhere to confidentiality policy.
6. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**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.

**Council Approved: September 11, 2003; Revised December 18, 2003**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_