

**LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS**  
**Job Description**

**Job Title:** Court Administrator  
**Department:** Tribal Court  
**Reports To:** Chief Judge  
**Status:** Exempt  
**Salary Range:** \$51,814-\$68,966  
**Level:** 7

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**SUMMARY**

Administers and manages all judicial functions of Tribal Court. This position creates and manages the Court's budget, writes and manages grants on behalf of the Court. This position is responsible for the day-to-day management of all Court personnel. The Court Administrator provides staff guidance regarding Tribal laws, Federal laws, Court rules and administrative procedures. This position writes memoranda, develops procedures and policies, analyzes legal and administrative issues, and develops and implements uniform case processing practices and programs related to effective case management and Tribal Court best practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist the Chief Judge by providing specialized administrative oversight and legal support to the Court.
- Ensures that Tribal Court administration meets Tribal, federal and grants administrative requirements, to include extensive budget creation, oversight, and management while tracking variances as it relates to expenditures against the budget.
- Maintains the responsibility for administration and implementation of Tribal Court budget.
- Develops and prepares budget requests to be submitted to Tribal Council.
- Forecasts and projects expenditures/revenue impacts and reallocates resources.
- Approves expenditures and purchases within the Tribal Court's established procedures, policies, and budgetary appropriations.
- Manages and implements strategic plan. Articulates and refines mission statement, goals, and objectives and evaluates data and organizational effectiveness for planning purposes. Reviews cost and impact analysis reports.
- Develops and makes recommendations as it relates to policy and procedures on all Tribal Court related matters, including technical issues related to case management systems.
- Recommends the selection, promotion and administration of disciplinary actions up to and including discharge from employment of Court staff. Evaluates and approves performance

evaluations. Assigns work projects, monitors and coordinates from an executive level, and ensures that work complies with policy, requirements, and quality standards.

- Develops effective, efficient and responsive case flow management systems, including form development, development of office procedure manual(s), Court user information materials and brochures, etc. as directed by Chief Judge and Tribal Judiciary.
- Compiles and analyzes data on Court activity to monitor management performance and prepare activity reports.
- Manages and clerks all enrollment appeals.
- Conducts program planning, development, and program evaluations for the Tribal Court.
- Develops and maintains quality relationships with personnel in local Tribal government, local State courts, local law enforcement, schools, community organizations, and social services agencies.
- Implements jurisdiction and case-flow management directives of the Chief Judge and the Tribal Judiciary.
- Participate in meetings involving the Tribal Judiciary as required.
- Attend appropriate in-State and out of State trainings as required.
- Develops and publishes professional level monthly, quarterly, and annual reports for the LTBB Tribal Council, Odawa Trails, etc. to communicate the progress, activities, and initiatives of the Court.
- Conducts research to analyze current and alternative personnel, facilities, and data management systems and consults with judicial staff of Court to evaluate findings and recommendations. Assists Chief Judge and Tribal Judiciary in development of programs to meet the needs of the Court and the community. May write grants to finance these programs.
- Ensures implementation and use of current technology to automate data collection; master Court calendar; case flow systems; budget development, management and control; and legal research capability.
- Resolves questions and complaints raised by Court personnel, attorneys, and members of the LTBB and other organizations in consultation with Chief Judge and Tribal Judiciary.
- May be required to work some evenings and weekends as dictated by the Court docket.

### **SPECIAL REQUIREMENTS**

The employee must strictly maintain confidentiality as required by law, policy and practice of the Court. Some independent judgment is required in carrying out assignments and confidentiality of materials must be maintained. Excellent customer service skills and attendance, professional demeanor and appearance required. Must have an even temperament and solid interpersonal skills and must be committed to professional development. This position represents the Court in the public and at all times must present

themselves in a manner that reflects positively on the Tribal Court. This position must be free from illegally used drugs and is subject to random drug and alcohol screenings.

- Must maintain strict confidentiality of court proceedings, records and documents.
- Must maintain impartiality of the court.
- Must treat everyone with dignity.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises all Court personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Native American preference applies.

**EDUCATION AND EXPERIENCE** Juris Doctorate from an accredited law school and 2 years of experience in court administration, legal administration, criminal justice, or closely related field ; or, Master's degree in criminal justice or other relevant degree with 3 or more years of experience in court administration, legal administration, criminal justice, or closely related field; or Bachelor's degree (B. A.) in criminal justice or other relevant degree with 5 years or more of experience in court administration, legal administration, criminal justice, or closely related field. Must be able to demonstrate accounting, budget management, and technical writing skills. Must be able to demonstrate grant management and compliance skills. Must have experience managing a team to success while demonstrating exceptional communication skills. Must be proficient in MS Word, Excel, and PowerPoint. Must be able to demonstrate accuracy in data entry. A writing sample is required.

Criminal justice background, probation and drug court knowledge are highly desired.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess valid driver's license and be insurable based on the specifications set forth by the Tribe's insurance policy.

### **OTHER QUALIFICATIONS**

To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for changing resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas. Excellent people skills are required. An individual must demonstrate a strong work ethic. ***A good job history and good job references are required. A high ethical sensibility is required.*** Must have reliable transportation and transport clients as required.

Pass criminal history background check with no felony convictions in the last ten years.

**COMMENTS**

Indian Preference will apply.