



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	JUNE 5, 2015	CLOSES:	JULY 17, 2015
JOB TITLE:	COURT ADMINISTRATOR	DEPARTMENT:	TRIBAL COURT
REPORTS TO:	ADMINISTRATIVE MANAGER	HOURS:	FULL TIME – 40 HRS/WK
SALARY:	SALARY MATRIX + BENEFITS		

POSITION SUMMARY:

The courts provide essential governmental services to the public; there is a heavy emphasis on strong customer service skills to work with the public and other tribal offices.

Work involves responsibility for organizing, directing, coordinating and directly supervising the activities of subordinates. Work is performed with wide latitude for the exercise of independent judgment and initiative in resolving administrative problems while exercising sound judgment under the general direction of the Chief Judge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and monitors budgets for the Tribal Court and Tribal Court of Appeals from various component funding sources, including preparation and submission of statistical and narrative reports to appropriate tribal departments and various funding sources.
2. Monitors the accounting of money collected or paid to the court for fines, fees, costs, restitution, bail and judgments, and deposits the same with appropriate office(s).
3. Determines organizational needs and requirements and plans and organizes administrative services, in particular, development of administrative policies and procedures for the standardization of various administrative and support processes, develops written guides and manuals for the same, and monitors and oversees compliance with policies and procedures, and schedules and conducts in-service training to clerical and support staff.
4. Oversees the scheduling of the Tribal Court calendar.
5. Oversees records management and file storage, both paper and electronic, and particularly oversees the utilization and maintenance of all electronic case management systems used in the Tribal Court.
6. Conducts monthly case audits to ensure compliance with court clerical processes, policies and procedures, and reporting/accounting requirements.
7. At the direction of the Judicial Committee, sets the calendar for appellate proceedings and coordinates the convention of Appellate Judges.
8. Prepares and submits requests for purchase orders, office supplies, equipment and other expenditure requests.
9. Responsible for facility maintenance and security, as well as maintenance and repair of equipment and furniture.
10. Coordinates and prepares training and travel requests for judges and staff.

11. In conjunction with the IT Department, develops and administers telephone service, internet connectivity, LANs, and other information technology systems independent of, or in conjunction with, the Court's case management system and IT systems utilized by other tribal departments (e.g., Law enforcement, prosecutor, Children's Services, etc.), service providers (e.g., Westlaw), and non-tribal governmental bodies (e.g., Washington Courts JIS-Link).
12. Maintains the roster of the Bar of the Tribal Court and ensures that the Courts' copies of tribal laws and ordinances are current and updated.
13. Develops and maintains ethical and professional relationships with other courts and court-related or justice-related organizations, Indian and non-Indian, local and national, as well as vendors/suppliers and other Puyallup Tribal Departments, thereby contributing to a favorable public image of the Puyallup Tribe and this Court, both within and outside the Puyallup tribal community, and establishing and maintaining appropriate relationships and participation in the community (civic, industry, and professional).
14. Represents the tribal judiciary in meetings and other forums with individuals or groups representing civic or business organizations; attends speaking engagements and ceremonies as a representative of the Court, and generally furthers the public relations aspect of Tribal Court activities as directed by the Chief Judge or the Judicial Committee.
15. Occasionally performs the duties of the Court Clerk in the Tribal Court when necessary or as directed to ensure the efficient delivery of court services to the public.
16. Performs other related duties as directed.

SUPERVISORY RESPONSIBILITIES

Directly supervises court clerical and support staff. Carries out responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include: recruiting, interviewing, hiring, coaching and training subordinate employees; planning, assigning and directing work; appraising performance; rewarding, recognizing, counseling and disciplining subordinate employees; addressing complaints and resolving personnel issues. Monitors and approves the accumulation and utilization of employee leave time; responsible for timesheet approval and submission to payroll. Identifies appropriate professional training for court staff and coordinates and prepares training and travel requests for non-judicial staff.

QUALIFICATIONS AND REQUIREMENTS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

While an undergraduate or graduate level degree from an accredited college or university in court administration, public administration, or business administration, or a J.D. or LL.B. degree is desirable to augment the requisite experience detailed below, any equivalent combination of education, training and experience that meets or exceeds the requirements below which has prepared and enabled an

applicant to satisfactorily perform all of the functions of the position may be considered in lieu of a degree.

- Intermediate proficiency using word processing (e.g., Microsoft Word, Corel WordPerfect), spreadsheet (Excel), and other database programs (Microsoft Outlook, etc.) is essential.
- Requires a working knowledge of principles and practices of court administration.
- Ideally, candidates should demonstrate sufficient training in court clerk, court administration and court management.
- Requires a working knowledge of the Tribal Court, Children's Court, and prospective policies.
- Requires a thorough knowledge of the organization, functions, responsibilities and limitations of a court system.
- Requires a thorough knowledge of court procedures, legal documents, and applicable tribal, state and federal laws pertaining to tribal courts.
- Requires demonstrated experience/knowledge in tribal justice system development, evaluation, and tribal sovereignty.
- Requires demonstrated experience in budget administration, including budget preparation, monitoring, and reporting.
- Requires a minimum of two (2) years, full-time work in a court system, preferably in a clerical, administrative or judicial capacity.
- Requires at least one (1) year demonstrated supervisory experience.
- Candidates must be able to demonstrate knowledge of or experience in Native cultures, programs or affairs with a minimum of two (2) years experience working directly with Native people in a Native community or reservation setting.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

- Ability to read, write, communicate, and interpret information professionally and accurately in the English language.
- Candidates must demonstrate the ability to interact tactfully and positively with Tribal members, the Bar of the Tribal Court, the general public, and all levels of departmental and tribal administration staff and management.
- Demonstrated superior communication skills showing the ability to express ideas on technical subjects clearly and concisely, orally and in writing.
- Ability to effectively present information to Tribal Council and Tribal Administration, public groups, as well as tribal and non-tribal organizations.

Mathematical Skills

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, budget analyses, and basic accounting principles.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Other Skills and Abilities

- Ability to multi-task effectively, organize work, set priorities, and meet deadlines.

- Ability to organize, direct and coordinate the clerical and administrative activities of the court in a manner conducive to optimal performance and high morale.
- Demonstrated strong customer service skills in working with the public.
- Must be of high moral character and never have been convicted or found guilty of or pled guilty to a felony, or within one year of application to a misdemeanor involving moral turpitude.
- Applicants must sign all documents required to complete a full background investigation, including a full criminal history check for tribal, federal, and state offenses, prior to and periodically throughout employment.
- Must possess and maintain a valid driver's license and vehicle insurance or demonstrate eligibility for the Tribe's vehicle insurance.
- Must be able and willing to attend local, regional or out-of-state training and obtain certification(s) as directed.
- Must maintain confidentiality at all times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a typewriter, personal computer with keyboard, multi-line telephone, calculator, facsimile and photocopier.
- Requires ability to concentrate and consistently produce accurate work product.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach above the head with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stoop, kneel, or crouch.
- The employee must occasionally lift and/or move objects up to 10 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed primarily in an office setting, although short distance driving may be required.
- There are frequent employee, customer and management contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed and the imposition of work product deadlines.
- Position requires daily contact with the public, including potential contact with persons who may present health or safety concerns.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*