

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-52

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Court Administrator
OPENING DATE:	August 14, 2019
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Pueblo Court
SALARY RANGE:	E-12; \$37,144 - \$55,716

Position Summary:

Under general supervision of the Presiding Judge, the Court Administrator plans, organizes, and supervises functions required to operate, maintain, and provide comprehensive Pueblo Court services. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Directs and manages the day-to-day operations and supervision of support staff to ensure efficient operations.
- Collaborates in the development of Court procedures and related guidelines for efficient operations of the Court and effective delivery of services to the community.
- Develops and maintains written procedural and operational standards; provides direction to and assists Clerks/support staff with compliance.
- Promotes open communication, teamwork, and creates a productive work environment.
- Supervises the management of case files, monitors filing, and develops tracking system for the acceptance of documents.
- Ensures the accurate and timely entering of judgements.
- Coordinates court calendar with Presiding Judge.
- Analyzes caseload patterns; recommends/implements policies and procedures for caseload management.
- Supervises the maintenance of court dockets; oversees the setting of court dates and confirms court arrangements; notifies concerned individuals regarding court proceedings.
- Supervises the preparation of and prepares materials for court sessions; may perform a variety of in-court duties.
- Manages jury selection; prepares jury duty notices; keeps jurors informed of required duties; arranges for payment of service.
- Oversees the collection of fees, court costs, and fines. Ensures the accurate recording and processing of transactions.
- Keeps current with applicable laws, regulations, ordinances; revises in-house policies and procedures in compliance with changes.
- Assists in the development of office's annual budgets, operational plans and objectives; recommends staffing and expenditures.
- Monitors program expenditures; prepares budget modifications as required; develops required narrative and statistical reports.
- Recommends expenditures in accordance with the Pueblo's procurement policies; provides pertinent information to support recommendations.
- Researches additional funding opportunities for continuation and expansion of program services. Assists in the development of proposals.
- Manages the design, acquisition, and implementation of court management software and the Pueblo court's record and information systems; ensures comprehensive staff training on systems.
- Establishes solid relationships with programs of common interests; maintains communication on subjects/activities of common interest.
- Evaluates and assesses program policies and procedures for effective service delivery. Recommends required changes and ensures the implementation of revisions.
- Develops public information and makes presentations on the Pueblo Court systems, processes, and procedures.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Ensures the confidentiality of client information in accordance with relevant privacy protection laws.
- Maintains professional knowledge by attending relevant training and workshops and establishing relationships with like programs.

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- Contributes to overall team effort toward accomplishing tasks and achieving results.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Public or Business Administration, Sociology, or related field required. Seven years of progressively responsible experience in court operations required. Five years of supervisory work experience in an office or courtroom setting required. A combination of relevant education and directly related experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Court Administrator is designated as a High Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Physical Examination	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs, traditions, functions and structure of the Pueblo of Laguna.
- Knowledge of the Pueblo Code and its relevance to the judicial system and legislative processes.
- Knowledge of the principles and practices of public administration.
- Knowledge of court case calendaring methods and development.
- Knowledge of jury and facilities management including courtroom security.
- Knowledge of case management techniques/case flow, including bail procedures, entering of judgements, collection of fines.
- Knowledge of strategic plan development, administration, and evaluation.
- Knowledge of trends and developments in the field of court administration.
- Knowledge of legal terminology, proper spelling, grammar, punctuation, and math skills adequate to carry out essential duties.
- Knowledge of program component assessment/evaluation processes and procedures.
- Ability and skill to oversee and manage a complex office setting.
- Ability to communicate, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds; to deal with public in a positive and objective manner.
- Ability to work as a team member in a structured working environment.
- Ability to make effective presentations on controversial or complex topics.
- Ability to maintain confidentiality, to demonstrate moral character, self-responsibility, and accountability.
- Ability to handle multiple tasks and meet deadlines.
- Skill in preparation of project timelines and staffing plans.
- Skill in preparing and administering budgets; in preparing and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating employees.

- Skill in use of Word, Excel, Access, Outlook and software specific to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to poemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES