

## **INTERTRIBAL COURT OF SOUTHERN CALIFORNIA**

49002 Golsh Road Valley Center. California 92082

Phone: (760) 751-4142

Fax: (760) 751-3078

### **JOB POSTING TRIBAL COURT ADMINISTRATOR**

**Summary:** The Intertribal Court of Southern California (ICSC), invites applicants from qualified individuals interested in a Tribal Court Administration position. Under the direction of the Chief Judge of the Court, this at-will position has responsibility for the management of the non-judicial administration and day-to-day operations of the Intertribal Court. This position is responsible for performing fiscal, accounting and budgetary duties, and managing the administrative and operational of the Court including assigned duties in human resources, facilities maintenance, fiscal management, information technology, and other court provided services. Position will supervise, coordinate, review, and evaluate the work of all Court employees, performing a variety of court support work including: (1) developing work methods and procedures; (2) recommending procedural changes; and (3) performing related work as required.

**Duties:** Oversees development opportunities including grants. Contributions and other funding sources and are responsible for implementation and reporting/compliance of all funding sources. Performs fiscal, budgetary and accounting duties I coordination with assigned staff and provides recommendations on fiscal matters. Maintains Court financial system and financial records; prepares financial reports as required. Monitors and audits cashier cash receipts; reviews deposits; oversees trust accounts. Creates and manages uniform record-keeping system, collecting data on pending and completed judicial business and the internal operation of the court, as required by the Court and the Judicial Council. Manages and administers personnel processes including hiring and termination, training, development, coaching and performance management; monitors workflow and supervises, organizes, reviews and evaluates the work of assigned staff. Oversees and monitors the effectiveness of court operations; identifies problems; recommends and implements procedural and administrative changes. Works closely with the Chief Judge in developing and overseeing programs, policies, and procedures of the Court, including personnel plans, record keeping, calendars and case-flow management systems. Oversees the management of all court automated system and technology to insure the continuation of services to the public and the court. Plans and coordinates the collection, analysis and reporting of survey and statistical data to the Judicial Council and Judicial Officers.

**Qualifications/Education/Experience:** Equivalent to possession of a bachelor's degree in court administration, business or public administration, criminal justice or a closely related field and five years of professional level management experience, including two years of budget administration or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Desired qualifications include: Studies in law or American Indian Studies, experience in working with federally recognized Tribal governments and/or being a member of an American Indian Tribe are favorable additions to education and experience.

**Salary:** Depending on experience. Salaried position with employee benefits including health (Medical, Dental & Vision), Life Insurance and 401-(k).

**Application Submission:** Interested applicants should submit cover letter and resume to Human Resources via email to [jdixon@sciljc.org](mailto:jdixon@sciljc.org). Position open until filled.