



Job Title: Tribal Court Administrator/Project Director

Reports to: Tribal Elders Judiciary Committee

Salary Range: \$28.00 per hour

FLSA Status: Full-Time- Exempt, BIA funds

Summary: The Court Administrator shall be responsible for the administration of all activities and all judicial staff members of the Tribal Judicial System. Responsibilities include monitoring expenditures and meeting with the Chief Judge and Elders Judiciary Committee to ensure that the court budget and grant budgets are maintained within allowed limits, ordering and securing the Tribal Court library, and providing public information. Work cooperatively with the Chief Judge and the Elders Judiciary Committee in the administration of the Tribal Court. Good communication skills, writing skills, and computer literacy are essential.

Essential Job Duties & Tasks

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- General management: management and supervision of the Tribal Court Clerk and such Deputy Court Clerks, as may be needed;
- To coordinate the selection of jurors for jury trials;
- To train judicial staff members of the Tribal judicial system in legal procedures;
- To develop a working relationship with surrounding jurisdictions and state and federal courts, and acting as a liaison between the Tribal judicial system and the tribal, local, county, state and federal judicial systems;
- To conduct public relations activities for the Tribal judicial system;
- To secure, administer and monitor compliance for any federal grants or contracts received by the Tribal judicial system and to assist in developing and maintaining the budget for Tribal judicial system;
- To perform the duties of the Court Clerk in her or his absence; and
- Ensures that all income is properly documented and accounted;
- Ensures space security (records and facility) and equipment management of court.
- Develops and implements administrative procedures, processes and services for the tribal court system.
- Gathers and organizes a compendium of Tribal Laws and Ordinances.
- Provides information to the Elders Judiciary with all court related projects and budgets;
- All duties and functions authorized for the Court Administrator by Tribal law, or necessary and proper to the exercise of a duty or function authorized by Tribal Law.

Qualifications:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

1. Individual must be an enrolled member of an American Indian Tribe.
2. Individual must have a college degree with a combination of field experience and education.
3. Possess supervisory and administrative experience.
4. Must be knowledgeable of federal funding requirements, budgeting procedures, and rules and regulations applicable to a variety of programs and funding sources.
5. Must have the ability to communicate effectively orally and in writing.
6. Computer skills for office management software applications, word processing, spreadsheets, databases and Internet.

Essential Competencies

Knowledge

- **Client/Customer Service** — Knowledge of legal principles and legal processes. Understanding ex parte and honoring confidential cases when applicable.
- **English Language** — Knowledge of the structure and content of the English language including legal terminology, rules of composition, and grammar.
- **Clerical** — Knowledge of legal administrative and legal clerical procedures and systems such as case management software, court recording, managing files and records, designing legal forms, and grant development and grant management.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., and Section 472)

Send resumes to:

**The Mashpee Wampanoag Tribal Court
483 Great Neck Road, S.
Mashpee, MA 02649
Or email
Vivian.Bussiere@mwtribe-nsn.gov**