

JOB DESCRIPTION

Job Title: Tribal Court Administrator/Court Clerk

Reports To: Tribal Administrator

SUMMARY

The Cahuilla Band of Indians is seeking a tribal court administrator/court clerk to manage and operate the tribal court in the following areas of court administration: court office management, case management, financial management, human resources management, community relations, court safety, court building management, court performance, and court advancement. Under the tribal administrator and judicial direction, the court administrator may be responsible for performing other related job duties.

ESSENTIAL DUTIES & RESPONSIBILITIES:

To perform this job successfully, the individual must be able to perform each essential duty and responsibility satisfactorily:

- Direct and manage the day-to-day operations to ensure efficiency.
- Develop and maintains policies, court manuals, court forms or other related documents.
- Evaluate, assess, and recommend changes to policies, court manuals, and court forms or other related documents.
- Work with court staff and court development officials on areas of court development.
- Work with court staff to create, implement, and monitor a strategic plan.
- Evaluate court performance.
- Create solid working relationships with court staff, tribal staff, court staff in other jurisdictions and other court-related organizations or agencies.
- Maintain communication with individuals from the working relationships.
- Develop court education information for the community.
- Research funding opportunities for continuation and expansion of program services.
- Assist in the development of funding proposals.
- Keep current with applicable laws, regulations, ordinances; revise court policies and procedures to stay compliant with changes.
- Assist in the development and monitor the court budget.
- Assist with design, implementation and maintaining the case management system.
- Maintain professional knowledge by attending relevant training and workshops.
- Maintain a library of laws, regulations, orders, opinions, and any other resource that may be pertinent to the tribal court.
- Maintain statistics for the tribal court.
- Create reports and submit to appropriate tribal authorities.
- Manage support staff.
- Ensure the court calendar and court docket are maintained.
- Ensure the case files are processed, managed, handled in a timely manner and securely stored.
- Ensure case files, pleadings and other case-related documents are kept confidential.
- Perform a variety of preparation duties to prepare for court day.
- Provide general assistance to the community on court information and court forms.
- Manage and collect court fines, fees and other monetary funds imposed by the court.
- Perform other administrative and ministerial duties specified by the ordinance, assigned by the Chief Judge, court development officials, or other court governing document.

KNOWLEDGE, SKILLS, ABILITIES, REQUIRED CERTIFICATE AND LICENSES

To perform this job successfully, the requirements listed below are representative of the knowledge, skills, abilities, certificates, and licenses required.

KNOWLEDGE

- Knowledge of the Cahuilla Band of Indians' values, court mission and purpose.
- Knowledge of the Cahuilla Band of Indians' court authorities (governing and foundation documents).
- Knowledge of the Cahuilla Band of Indians' court financial authorities (financial regulations and other documents).
- Knowledge of the Cahuilla Band of Indians' structure, culture, and programs
- Knowledge of legal terminology, proper grammar, and math skills relevant to carrying out essential court duties
- Knowledge of trends and developments in the field of court administration
- Knowledge of federal funding requirements, budgeting procedures, and rules and regulations applicable to a variety of programs and funding sources

SKILLS

To perform this job successfully, the individual should demonstrate the following skills:

- Respectful and clear communication with the community, internal and external court community.
- Excellent written communication skills, while also demonstrating accuracy and thoroughness.
- Excellent skills in computer software applications and databases.
- Sharp listening skills.
- Excellent interpersonal skills.
- Strong organizational skills.
- Demonstrate research skills.

ABILITIES

To perform this job successfully, the individual should demonstrate the following abilities:

- Ability to be a self-starter.
- Ability to adapt to changes in the work environment.
- Ability to handle multiple tasks.
- Ability to identify and prioritize urgent tasks and meet deadlines.
- Ability to work as a team member in a high stress environment.
- Ability to maintain confidentiality and sign a confidentiality agreement.
- Ability to demonstrate professional judgment in complex situations.
- Ability to recognize the scope and limit of delegated authority.
- Ability to be a creative and innovative problem-solver.
- Ability to be open-minded and strive to continue learning.
- Ability to speak in front of an audience and give a presentation.
- Ability to work with community members from all ages, backgrounds, and learning styles.

REQUIRED CERTIFICATE AND LICENSES

To perform this job successfully, the individual must be able to drive a motor vehicle, attend meetings and occasionally conduct court business outside of the tribal community.

- Valid State Driver's License.
- Must be insurable.

QUALIFICATIONS:

To perform this job successfully, the individual is required to meet the following qualifications:

- Preferred, but not required: Four-year Bachelor's Degree in Court Administration, Business Administration, Public Administration, Criminal Justice, American Indian Studies, or a closely related field.
- Required: Two-year Associates Degree or completion of paralegal certificate program
- Required: Two years of previous experience as a court clerk, paralegal, legal assistant, or closely related tribal administration position.
- Required: Available to work evening hours and weekends on occasion.
- Required: Must be available to attend trainings on occasion.

Native preference hiring, drug tests, physical demands, work environment, etc.