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CATAWBA INDIAN NATION

Job Description

POSITION: Tribal Court Administrator

PAY RANGE: \$55,000 - \$68,000 per year

JOB DESCRIPTION: The Tribal Court Administrator is a supervisory administrative position responsible for developing, implementing and administering non-judicial functions and normal operations of the Catawba Nation Judicial Branch. The Court Administrator will assist with the daily clerical needs of the Tribal Court: court office management, case management, financial management, community relations, court safety, court building management, court performance, and court advancement. This position requires a high degree of competency and experience. **Candidates without experience in court administration/operations or a closely related legal office, will not be considered.**

This position supports the CIN Mission by being a leader in the Justice Services Department that seeks to: 1) promote collective and individual self-sufficiency of the Catawba people, 2) enhances the safety and well-being of our tribal community, and 3) provides tribal justice services in a culturally-relevant and holistic manner. Tribal Court Administrator reports to the Director of Justice Services. This position is responsible for and subject to the CIN Personnel Policies and Procedures Manual.

ESSENTIAL DUTIES

- Develops and implements policies, procedures, rules and regulations for the effective and efficient administration and operation of the court system in the following areas: personnel management, budgeting and planning development, financial administration, records management, facilities and court support functions.
- Assists the Judge in reviewing and evaluating pending caseloads, dockets, and schedule.
- Work with court staff and Justice Services officials on areas of court development.
- Evaluate court performance.
- Assist in the development of future budgets and monitor the court budget.
- Create reports and submit to appropriate tribal authorities.
- Manage future support staff.
- Receives, tracks, and processes any fees associated with the Court.
- Primarily responsible for answering the telephone, greeting guests, and providing information to attorneys, litigants and the public without giving legal advice.
- Assist with the preparation of court correspondence.
- Assist with the maintenance of the list of attorneys admitted to practice in the Tribal Court.
- Care for and generate Tribal Court records and reports; compile Court data and statistics; file and/or certify documents; attend court sessions; schedule and calendar proceedings; take minutes for record when in Court; and perform legal processing assignments, as necessary.
- Oversee record management including computer operations, record retention and storage of records, local recordkeeping, and reporting of court minutes. Interprets and executes statutory mandates, rules of court, and judicial system policies as they relate to administrative matters.
- Assist with the development of court forms, templates and processes.
- Provide information when appropriate to attorneys, law enforcement officers, plaintiffs, defendants, court patrons, and agencies regarding court policies and procedures, case status, court forms and the scheduling of court hearings.
- Assist with developing the courtroom for the proper conduct of hearings and meetings.
- Attend Tribal Justice training events when requested.

- Assist with the purchasing and maintenance of office supplies.
- Works with Judges and appropriate entities to meet the needs of the Tribal Court.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

- Independent and self-motivated to complete required tasks in a timely manner with minimal supervision
- Prior experience in Justice Services, or related fields
- Grant management experience preferred

COMPETENCIES

- Excellent writing and organizational skills
- Effective communication skills
- Excellent interpersonal skills
- Always maintain effective working relationship with other employees and to maintain a courteous and professional demeanor with the public

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited college or university in Court Administration, Public Administration, Criminal Justice, American Indian Studies, or a closely related field or related field and four (4) years experience in court administration.
- Associate's Degree from an accredited college or university in criminal justice, corrections, law enforcement, legal or related field and six (6) years experience in court administration.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; bend so as to open/use lower drawers or cabinetry; to talk, hear, and see. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Catawba Indian Nation exercises INDIAN PREFERENCE

Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).

Background checks and drug screening are requirements for employment.