

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

COURT ADMINISTRATOR

Nixon, NV

\$36,275.20 - \$38,126.40 Per Annum; Full-Time (40 hours/week);

Exempt, CL: 503, Grade: 19, Step 1-3; DOE

Date Posted: 01/04/2019

Date Closes: 02/03/2019

DEFINITION: Provides administrative and managerial services for Tribal Court system and ensures the timely flow of court generated documents, maintains written records for all court proceedings, and evaluates or interprets court policies and procedures.

DUTIES AND RESPONSIBILITIES:

Establish and implement a working court system within established criteria, consistent with modern operating court systems, including case management, record keeping, and judicial program management and administration.

Design and implement Tribal court policies and procedures manual for Judicial Services.

Oversee and coordinate the administrative and management activities of the Judicial Department. Exercise administrative supervision over court personnel. Inform judicial staff of directives and changes in policy and ordinances.

Work with the Tribal Law and Order Committee to review and recommend new and revised tribal codes and ordinances; recommend and implement revisions to policies and procedures according to Tribal codes which impact the judiciary.

Prepare and monitor the Judicial Department budget as required by P.L. 93-638, as amended or other applicable laws and regulations, to ensure expenditures are within approved budget.

Coordinate training schedules and maintain training information for court support personnel in accordance with the Tribal court goals and objectives.

Provide orientation, training, and technical assistance to other Judicial Services or Tribal staff, as necessary.

Prepare and submit all narrative and statistical reports that the Tribe and/or funding agencies may require.

Establish and maintain a monthly calendar of court activities. Prepare report of cases heard on a quarterly basis, or as required, to comply with federal and other applicable guidelines.

DUTIES AND RESPONSIBILITIES (CONT.):

Maintain court records and files according to applicable laws and regulations, i.e. Privacy Act, Freedom of Information, and BIA-638 Scope of Work. Review and audit Court cases on quarterly basis for compliance.

Attend Court hearings as required, maintain an accurate document of all proceedings, i.e. tapes court session and transcribes onto permanent records. Ensure the accuracy and timely submission of Court Orders and the flow of court generated documents. Prepare required documents for the Judge's review, action and signature.

Maintain an efficient filing system for the various departments, assemble and summarize information from files for statistical input and other court records. Establish and implement policies and procedures that will maintain confidentiality of all court proceedings, records and files.

Periodically review the Court Administration to recommend improvements in the daily operations or to maintain compliance with applicable laws and regulations. This includes keeping current with computer applications and policies and procedures.

Perform Court Clerk functions as required, such as drafting civil complaints, as required by Judges, Police Officers or other parties, both adult and juvenile; typing subpoenas, warrants, commitments and all other documents as related to the function of the Court system, including divorce petitions, name changes, etc.

May be required to travel within or outside the State to attend training or conduct Tribal Court business.

Ensure the collection management system of fines, fees, cash bonds, child support and all monetary transactions through the courts are in compliance with tribal requirements.

Act as a collection officer to receive funds from fines and other money involved in the various court activities; forward all money collected by the Court as mandated in the Tribal Financial Management Policies and Procedures. Maintain individual ledgers for all court dockets where funds are concerned and submit monthly status reports to the Finance Office.

Serve as public information officer of the court. Monitor the jury process.

Perform other related duties as assigned by the Chief Judge and Tribal Chairman.

MINIMUM QUALIFICATIONS:

Knowledge of organization and management principles necessary to analyze, evaluate and coordinate all functions and responsibilities of a Tribal Court. Thorough knowledge of the Tribal Constitution, Tribal Law and Order Code, Resolutions and Ordinances pertinent to the Court system and must be able to understand and interpret when required.

Knowledge of applicable Federal laws, rules, and regulations; judicial and legal practices and procedures; budget planning and management; personnel management; judicial case management software systems.

MINIMUM QUALIFICATIONS, Continued:

Skill in supervising and evaluating the work of employees; office automation and record keeping; organization development and team building; planning and decision making; use of computers, including various case management systems and word processing systems; working with possible irate customers; analyzing projects and making recommendations for improvements.

Ability to conduct conferences and meetings; communicate clearly in writing and verbally; establish and maintain effective working relationships with Judges, attorneys, employees, other agencies and public; observe the confidential nature of court records and proceedings; analyze, develop, and implement policy and procedural improvements in coordination with the judicial staff; analyze procedures and determine impact of proposed changes to improve court operations; work independently and exercise independent judgement and initiative.

Must possess a current valid drivers license to operate a Tribal vehicle and qualify under the Tribe's current insurance policy.

Must be able to favorably pass a thorough background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree in Public Administration, Criminal Justice, or closely related area and five (5) years of judicial experience, including two (2) in a supervisory/management capacity OR any combination of education, training, or experience which demonstrates the ability to perform the duties of the position.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension #224/225.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.