

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Court Administrator

EXEMPT: Yes	JOB CODE: 1OL T3
TARGET SALARY: \$36.86 to \$40.96/DOQ	SHIFT: M-F 8-5
PROGRAM: Judicial	LOCATION: 141 Resort Dr.
REPORTS TO: General Manager	

SUMMARY: The Court Administrator is responsible for ensuring all aspects of the court administration are operating effectively and efficiently, allowing the judges to devote their time to the administrative of justice.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

General Management: planning, organizing, staffing, directing, controlling, and coordinating the court administration.

Scheduling of the court cases as required by law; maintaining the Tribal Court Bar roster: and provide annual updates on Code revisions, and administer, the written portion of the Tribal Court Bar examination. Designated Code Revisor of Law and Order Code, assists in the drafting of new legislation or amendments to current legislation relating to the Makah Tribal Court and the administration of justice; provide assistance to the general public, sign subpoenas, maintaining case disposition records.

Manages and directs court administrative activities; plans and organizes administrative services; determines organization requirements and plans office layout and work flow of court administrative activities; directors renovation projects for the Court.

Designs and implements case flow management systems; monitors case progress through computerized tracking system, oversees preparation of annual court calendar for hearings and trials; directs administrative staff in scheduling of cases and in giving of notice; collects statistical data on cases; monitors case progress for compliance with existing standards.

Responsible for the financial management and preparing court budget; approves all expenditures from the court budget; solicits and enters into contracts on behalf of the Makah Tribal Court. Supervises accounts receivable to the Makah Tribal Court and ensures all income is properly documented and accounted for. Ensure all funds, in whatever form, are properly forwarded to Administrative

Services in accordance with established policies and procedures either personally or through delegation.

Oversees court services, including court security, and court reporting services; develops and establishes procedures for operating and maintaining required administrative systems, keeps abreast of technological advances relating to court services; procures equipment and supplies to perform administrative services of the court.

Directs the development of administrative programs and special projects required to achieve the objectives of the court.

Maintain current knowledge and expertise regarding changing trends in Washington state and federal legislation relating to tribal courts, and court administration develops new techniques and strategies to address changes in controlling law dealing with administration of justice. Confers with the presiding judges of the Makah Tribal Court, general manager, attorneys, and public and private agencies to ensure adequate administrative services.

Represents the court in meetings with individuals or groups; conducts correspondence with citizens, professional organization and other court departments; generally further the public relations aspect of department activities.

Interview and assigns legal counsel to indigent litigants.

Prepares and distributes financial, statistical and other reports as required.

Oversees the maintenance of a library of laws, regulations, orders, opinions, and decisions of, the Makah Tribal Court, Tribal Council, the United States, and its administrative agencies, the various states, and other tribal courts that may affect Makah Tribal Court.

Oversees maintenance of an inventory of all property that enters the court system through probate of estates or through acceptance as evidence as part of the Court's file.

Conducts research and analysis of ordinances, codes and resolutions pertinent to the Makah Law & Order Code to assist judges of the Makah Tribal Court in writing of judicial opinions; research and prepare bench memoranda to assist judges of the Makah Tribal Court in complicated hearings or trials.

Provide public notice of enactment or revision of Rules of the Makah Tribal Court.

Ensures all required narrative or financial reports are written and submitted to the General Manager and Tribal Council.

Prepares grants and conducts related research, on financial resources available to the Court.

Identifies, researches, facilitates or organizes, training for staff of the Makah Tribal Court and other departments of the Tribe that work closely with Makah justice system.

Manages all grants awarded to the Tribal Court, and ensures compliance with all grant requirements, including ensuring, that all funds are expended through established policies and procedures.

Ensure space security (records and facility) and equipment management of court.

Responsible for proper dissemination of public information, including postings on the Makah Portal .

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Coordinator I (HTWC). Carries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university.

LANGUAGE SKILLS

Ability to read, analyze, and interpret legal precedent and codes from a variety of federal, state, and tribal sources, handwritten court documents prepared by unrepresented persons, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to perform legal analysis, define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must be bondable.

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Must have a thorough knowledge of modern principles and practices of public and court administration.

Must have a thorough knowledge of the organization, functions, responsibilities, and procedures of the court.

Must have a thorough knowledge systems of law, court rule's procedures, legal documents, laws, and legal factors pertaining to the court.

Must have a thorough knowledge of the principles and practices of methods and procedures analysis, work simplification, and forms and records control.

Must have the ability to ensure all tasks are accomplished in a timely and accurate manner; adjust staff assignments to meet court administrative objectives.

Must have the ability to communicate with other department and agencies on court procedures to better coordinate court services.

Must have a thorough knowledge of the principles and practices of budget and personnel administration and the stands commonly applied in planning and effectuating of modern court administration procedures.

Must have ability to organize, direct and coordinate the administrative activities of the court in a manner conducive to full performance and high morale.

Must have knowledge of or experience in Indian cultures, programs or affairs.

Must have the ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT The work environment is usually a courtroom or a normal office setting. The noise level ranges from quite to loud, but is usually moderate.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: October 7, 2024
CLOSE: October 22, 2024**

(PLEASE NOTE NEW EMAIL ADDRESS)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.