Quileute Tribal Council
•QUILEUTE INDIAN TRIBE•
Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368

Quileute Tribe
Job Description

Court Administrator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutetribe.com/job-openings/

Via email: hr@quileutetribe.com

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:
1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED)
5. Driver's License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Court Administrator**
Supervisor: General Manager
Location: Tribal Court
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: $27.00 - $35.00 (hourly)

POSITION SUMMARY:

The Court Administrator is responsible for ensuring that all aspects of court administration are operating effectively and efficiently. Responsibilities include supervision and management of Tribal Court staff, preparing the court's budget, obtaining and distributing public information, and ensuring court documents are processed and filed. The Court Administrator has day-to-day responsibility for managing all court operations including case management, courtroom support, facility management, quality assurance, safety, and security.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Planning, organizing, staffing, directing, controlling, and coordinating the court administration
- Manage contracts with judges and attorneys to ensure high level of services at competitive rates
- Ensure that payments to contractors are within budget limits and are made promptly after completion of services
- Responsible for obtaining and distributing public information, serving as the liaison with other government agencies, the Quileute Tribal Court Bar, and the community
- Manages the Quileute Tribal Court Bar and ensures that all attorneys practicing in the Quileute Tribal Court are current members.
- Works with law enforcement and probation to ensure safety and security
- Implements procedures to ensure security of not only the facility but also record retention and equipment management of the court
- Works with Court Personnel and outside agencies to organize training for Court or Tribal law enforcement staff or Tribal agencies that work closely with the Court
- Establish priorities, monitor, and evaluate the effectiveness and efficiency of court programs while developing and implementing methods to improve services
- Establish and maintain effective working relationships with Tribal Council, attorneys, judges, employees, and the community
- Advise judges and lawyers regarding the administrative procedures of the court
- Administers jury system – prepares venire, determines number of jurors needed for each case
- Meet regularly with managers from other departments and agencies on court procedures to better coordinate court services with services offered by other tribal programs
- Respond to and resolve difficult and sensitive community inquiries and complaints.
- Report to Tribal Council regularly on court activities including but not limited to fiscal updates, appeals, future program goals, as well as complaints which were received, and active steps initiated to respond to such complaint if appropriate.
- Attend meetings and trainings as appropriate and necessary.
- Supervising, evaluating, developing training programs, and disciplining court staff.

- Ensure court coverage, workload equalization and back up, including the delegation of specific tasks to subordinate employees.
- Demonstrate effective leadership and delegation.
- Oversee the work of all court staff.
- Budget preparation for the court, including writing budget requests and justification.
- Prepare, sign, and track all purchase requisitions to ensure that all costs associated with the program are allowable under grant or contract guidelines and withing program budget.
- Assist in managing all grants awarded to the Tribal Court and ensure that all funds are expended through applicable financial guidelines.
- Provide public administration of and is responsible for inventory of any property that enters the court system through evidence or other means, including compliance with tribal management policies for the procurement and maintenance of goods and services.
- Supervise all accounts receivable and ensures that all income is properly documented and accounted for
- Ensure all funds are properly forwarded to the accounting department, victims, or litigants, as required by either court order or tribal policy.
- Assist in conducting research and/or preparing grants on financial resources available to the court.
- Oversee the maintenance of law library periodicals, regulations, orders, opinions, and decisions of the Tribal Court
- Work with the Prosecutor and/or Tribal Attorney to identify rules, regulations, ordinances, and codes which may need revision.
- Have knowledge of and abide by the Quileute Tribe Code of Ethics and court ethical rules.
- Have a thorough understanding of and maintain confidentiality.
- Other duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent interpersonal skills
- Ability to manage department budgets.
- Ability to meet program and grant requirement deadlines.
- Understand the flow of a variety of court processes from beginning to end.

WORK ENVIRONMENT:

- Office setting

PHYSICAL DEMANDS:

- Prolonged periods of sitting

SUPERVISORY RESPONSIBILITY:

- Yes

QUALIFICATIONS:

Required Qualifications:

- Must have AA degree in Paralegal studies, court administration, legal studies or related field
- Must have at least five years' experience in a court setting as a supervising clerk or administrator with a strong preference to applicants with prior tribal court experience (In lieu of stated education and or experience, an appropriate level of completed or actively continuing education along with relevant experience not listed or combination thereof may be considered sufficient on a case-by-case basis)
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- Must have recent experience performing or supervising the duties of court clerk.
- Must have good interpersonal skills.
- Must have a valid driver's license.
- Must have excellent written and verbal skills.

Preferred Qualifications:

- Bachelor's degree in public/business administration, court administration or related field
- Management experience in court administration or equivalent experience in justice system
- Three years of supervisory experience

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License; please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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