

JOB DESCRIPTION

POSITION TITLE: Court Administrator
LOCATION: Tribal Judicial Facility
FLSA: Exempt
SALARY:
REPORTS TO: Judge/Governor

POSITION SUMMARY

The Court Administrator is responsible for insuring that all aspects of court administration are operating effectively and efficiently, allowing the judges to devote their time to the administration of justice. Responsibilities include supervision and management of administrative unit staff, preparing court budget, as well as updating and researching court codes, overseeing court reports, public information, and insuring court documents are processed and filed effectively.

ESSENTIAL FUNCTIONS

- General management: planning, organizing, staffing, directing, controlling and coordinating the court administration.
- Personnel management: supervising, evaluating, developing training programs and disciplining court staff. Insures court coverage, workload equalization and back up.
- Insures space security (records and facility) and equipment management of court.
- Responsible for public information
- Financial management and budget preparation for Court (s)
- Oversee the work of all court administrative unit staff
- Provides public administration of and is responsible for inventory of any property that enters the court system through probate estates.
- Ensures that court clerical duties are performed through delegation.
- 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, either personally or through delegation.
- Oversees the maintenance of a library of laws, regulations, orders, opinions, and decisions of the Tribal Court, Tribal Council, the United States and its administrative agencies, the various states and other tribal courts that may affect YDSP.
- Conducts research and analysis of ordinances, codes and resolutions pertinent to the law and order of YDSP. Promptly giving all persons or agencies entitled thereto such notice of adopted codes.
- Ensures that all required narrative or financial reports are written and submitted to Tribal Council, Compliance Officer or Government Agencies.

- Ensures that Maintenance/Janitor properly maintains Tribal Judicial Facility and building equipment is properly serviced.
- Conducts research and/or prepares grants on financial resources available to the Court.
- Facilitates court staffing and interagency staffing(s).
- Facilitates or organizes training for court or tribal police department staff or tribal agencies that work closely with the court in Tribal law.
- Manages all grants awarded to the Tribal Court and ensures that all funds are expended through applicable financial guidelines.

MINIMUM REIQUIREMENTS

College degree in the business administration or related field, the equivalent combination of experience and education may be substituted. A minimum of 4 years demonstrated supervisory and/or administrative experience, with preference for court or legal experience. Must be willing to be a member of the Drug Court interagency team. Must be willing to participate in training. Proficient in MS Office and other office management software.

KNOWLEDGE AND SKILLS

Ability to: establish priorities and to insure that all unit tasks are accomplished in a timely and accurate manner; adjust staff assignments to meet court administrative objectives; communicate with other departments and agencies on court procedures to better coordinate court services; keep abreast of new laws and court procedures in order to adapt them to the tribal court system, apply general management principles; establish and maintain effective working relationships with officials in local, state and federal government and in the private sector. Must be skillful: in budgeting procedures; communicating effectively orally and in writing, computer (MS) software. Must have knowledge of or experience in Indian cultures, programs or affairs.