

Court Administrator – Full Time Position

The Court Administrator is responsible for ensuring that all aspects of court administration are operating effectively and efficiently for the Aquinnah Wampanoag Judiciary. Responsibilities include preparing judiciary budget, as well as updating and researching court codes, overseeing court reports, public information, and ensuring court documents are processed and filed effectively. Establishes and maintains effective working relationships with officials in local, state and federal government and in the private sector. Responsible for public information dissemination. 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 the Aquinnah Wampanoag Tribe. **MINIMUM POSITION REQUIREMENTS:** High School diploma and a minimum of three years previous work experience in a related field. Knowledge of federal funding requirements, budgeting procedures, and rules and regulations applicable to a variety of programs and funding sources. The ability to write formal court funding documents and grant applications. Ability to communicate effectively orally and in writing. Computer skills or ability to learn and utilize office management software applications for word processing, spreadsheets, databases and Internet. Must have knowledge of or experience in Indian cultures, programs or affairs. Must be willing to participate in training. **PREFERRED POSITION REQUIREMENTS:** College degree in court administration, business administration or a related field, or combination of field experience and education. Two (2) years demonstrated supervisory and/or administrative experience, with preference for court or legal experience. Salary Range: \$31,250.-\$39,000.

Please send letter of interest or resume to the Personnel Director, 20 Black Brook Road, Aquinnah, MA 02535 or fax to: 508-645-3790 or call 508-645-9265 for an application.

WTGH(A) Practices Indian Preference in Hiring.