

The Mohegan Tribe Job Description

Job Title: Court Administrator
Department: Tribal Court
Reports to: Chief Judge
License Level: III Commission
FLSA Status: Exempt
Salary: \$50,000-\$80,000-\$110,000
Date Approved: March 1, 2000
Approved by: _____
Peter J. Schultz, Director of Human Resources

Summary:

Responsible for the daily administrative functions of the tribal court office including budget and fiscal concerns, coordinating the court calendar and maintaining the tribal bar roster as well as providing procedural guidance to other court staff and the general public.

Essential Duties:

1. Drafts and monitors budgets for the court, including the submission of reports to the appropriate departments required by contract or policy.
2. Authorizes and approves requests for purchase orders, office supplies, equipment and check requests.
3. Receipts and deposits money paid to the court for fines, bar fees, restitution, bail, judgments, and any other money that shall be paid pursuant to court order. Compiles financial and statistical reports for Chief Judge for departmental and tribal use.
4. Schedules court cases to the court docket and schedules appointments for the judges of the court.
5. Maintains a tribal bar roster. Assists with bar examination procedures and preparations. Orders background investigations and state grievance status. Produces mass mailings to bar members such as Tribal Law and Order Code revisions.
6. Ensures that tribal court's copies of tribal laws and ordinances are filed and updated.

Court Administrator

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7. Maintains and submits disposition records to appropriate departments/agencies as required by contract or policy.
8. Drafts/assists in the drafting of forms to be used by the public and others in proceedings heard by the Mohegan Tribal Court.
9. Provides guidance to the Court Clerk regarding Clerk duties.
10. Assists and gives the general public information pertaining to court matters, filing of documents and procedures without giving legal advice.
11. Acts as a designated signer for subpoenas.
12. Attends meetings in the absence of the Chief Judge.
13. Assumes administrative and supervisory authority over the daily operations of the Court in the absence of the Chief Judge.
14. Develops job descriptions for court personnel for approval of the Chief Judge and in accordance with the policies and practices as prescribed by Human Resources.
15. Exercises powers and performs duties conferred and imposed upon the Court Administrator elsewhere by statute. Performs duties as directed by the Court providing that direction is consistent with the Law and Order Code, Tribal Ordinances, and other policies adopted by the Tribal Council and the Council of Elders.
16. Represents the Tribe in a professional and courteous manner.

Other Duties:

1. Performs other related duties as required.

Education, Experience and Skills Required:

- Juris Doctorate from an accredited law school.
- Knowledge and understanding of policies and procedures of a court system and a court clerk's office.
- Knowledge of Indian law required.

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