

## **COURT ADMINISTRATOR**

Wampanoag Tribe Of Gay Head (Aquinnah)

**REPORTS TO:** Wampanoag Chief (or Chief's Designee)

### **JOB SUMMARY**

The Court Administrator is responsible for ensuring that all aspects of court administration are operating effectively and efficiently for the Aquinnah Wampanoag Judiciary, allowing tribal judges/ peacemakers to devote their time to the administration of justice. 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.

### **SUPERVISION GIVEN**

Oversees the performance and management of administrative unit staff and judiciary contract personnel.

### **PRINCIPAL DUTIES**

- General management: works closely with the Gay Head Wampanoag Chief (or Chief's Designee) in planning, organizing, staffing, directing, controlling and coordinating the administration of the court.
- Personnel management: supervises, evaluates, develops training programs and disciplines court staff. Oversees the work of all court administrative unit staff. Ensures that court clerical duties are performed through delegation. Ensures court coverage, workload equalization and back-up. Establishes priorities to ensure that all unit tasks are accomplished in a timely and accurate manner.
- Establishes and maintains effective working relationships with officials in local, state and federal government and in the private sector.
- Collaborates with other departments and agencies on court procedures to better coordinate court services.
- Ensures space security (records and facility) and equipment management of court.
- Develops and implements administrative procedures, processes and services for the tribal court system.
- Responsible for public information.
- Financial management and budget preparation for court(s).
- Provides public administration of and is responsible for inventory of any property that enters the court system through probate estates.
- Supervises all accounts receivable and ensures that all income is properly documented and accounted for. Ensures 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 the Aquinnah Wampanoag Tribe.
- Conducts research and analysis of ordinances, codes, resolutions and any other applicable Law pertinent to the law and order of the Aquinnah Wampanoag Tribe. Promptly gives all persons or agencies entitled thereto such notice of adopted codes. Keeps abreast of new laws and court procedures in order to adapt them to the tribal court system.
- Ensures that all required narrative or financial reports are written and submitted to Tribal Council, supervisory committees or Government Agencies.
- Ensures that Maintenance personnel properly maintain Tribal Judicial Facility and building equipment is properly serviced.
- 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.
- Conducts research and/or prepares grants for financial resources available to the court.
- Manages all grants awarded to the Tribal Court and ensures that all funds are expended through applicable financial guidelines.

#### **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. Demonstrated supervisory skills and 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.