



Colville Confederated Tribes

Personnel P.O. Box 150 - Nespelem, WA 99155 (509) 634-8868

POSITION: Court Administrator
SALARY: Hourly - DOE
REPORTS TO: Mary Wynne, Chief Judge
LOCATION: Colville Tribal Court--Nespelem, WA

BASIC FUNCTIONS:

Responsible for drafting, administrating, and presenting the tribal court budget to the chief judge on a monthly basis at staff meetings and submission of budget reports to the appropriate departments as directed by the chief judge; drafting and/or assisting the drafting of court forms to be used by the public and others in proceedings heard by the Tribal Court; keeping the tribal court personnel records, i. e. payroll timesheets, leave slips, as required by law; timely performing duties to conform to the direction of chief judge. Professionally representing the tribal court at meetings in absence of Chief Judge, including but not limited to, supervising the clerks of the tribal court. Must pass a criminal background check and maintain a high moral standard on and off regular work hours. Additional duties are: receipting , depositing money paid to the Tribal Court for fines, bar fees, restitution, bail, judgements, and any other money that shall be paid pursuant to court order. Scheduling of the court cases as required by law; maintaining the Tribal Court Bar roster and provide annual updates on Code revisions, also administers the written portion of the Tribal Court Bar examination. Designated Code Revisor of the Law and Order Code, when necessary, assists in the drafting of new legislation or amendments to current legislation; provide assistance to the general public, sign subpoenas, maintaining case disposition records, distributing information as required by contract or policy. Responsible for performing the duties as provided by Colville statute , CTC 1-1-145; timely performing duties; must have excellent writing and verbal communication. Must be of high moral character, highly organized and efficient.

QUALIFICATIONS:

- High School diploma or GED.
- BA degree with areas of emphasis: writing skills, speech, and marketing; OR,
- Two years or more working in a court; AND,
- Two years or more bookkeeping or accounting experience; AND,
- Must have consistently positive attitude; AND,
- Must have two (2) to four (4) years of experience in a supervisory capacity; AND,
- Two years or more working in a high stress work environment.
- Demonstrated ability to maintain STRICT confidentiality.
- Must have knowledge in Word, WordPerfect, Lotus, Excel and Quicken.
- Must never have been convicted or found guilty of a felony, or within one year of past misdemeanor involving moral turpitude.
- Applicants must sign all documents required to complete a full background investigations, including a full criminal history check for federal, state and Tribal.
- Must possess valid Washington State Driver's License and be eligible for the Tribes vehicle insurance.

TRIBAL AND INDIAN PREFERENCE WILL BE GIVEN.

CLOSING DATE:

Applications must be received in the Personnel Office by 4:00 p.m. **December 17, 1997** or be postmarked by that date.

COURT ADMINISTRATOR

Definition of Work

This is highly responsible administrative management work in directing the administrative activities of the court of common pleas and district justice courts in the county. This is a one-position class.

An employee in this class has overall responsibility for staff services required to furnish continuous and efficient court services. Work involves responsibility for organizing, directing, coordinating and directly supervising the activities of subordinates. Work is performed with wide latitude for the exercise of independent judgment and initiative in resolving administrative problems. Work is reviewed by the president judge in terms of adequacy of operations and specific solutions of problems.

Essential Functions of Work (May not include all of the duties performed.)

Manages and directs court administrative activities; plans and organizes administrative services; determines organizational requirements and plans office layout and work flow of court administrative activities; directs renovation projects for the court.

Designs and implements caseflow management systems; monitors case progress through computerized tracking system; oversees preparation of annual court calendar for hearings and trials; directs administrative staff in scheduling of cases and giving of notice; collects statistical data on cases; monitors case progress for compliance with existing standards.

Prepares, negotiates, and monitors the budgets for the court of common pleas, district justice courts, the master and the law library; provides assistance as necessary in development of budgets for domestic relations and probation departments; coordinates the overall judicial budget; approves all expenditures from the court budget; enters into contracts on behalf of the court.

Responsible for jury management, including (but not limited to) methods and procedures for selection, summoning and service; estimating numbers of jurors needed; payment; sequestration.

Oversees court services, including court security, court reporting services and clerical services; supervises staff; develops and establishes procedures for operating and maintaining required administrative systems; keeps abreast of technological advances relating to court services; procures equipment and supplies to perform administrative services of the court.

Directs the development of administrative programs and special projects required to achieve the objectives of the court.

Provides for changing or unusual demands, keeping abreast of changing trends in legislation, court administration, court futures trends; develops new techniques and strategies to

COURT ADMINISTRATOR (continued)

deal with change. Confers with the president judge, attorneys, and public and private agencies to ensure adequate administrative services.

Represents the court in meetings with individuals or groups representing civic or business organizations; attends speaking engagements and ceremonies as a representative of the court; conducts correspondence with citizens, professional organizations and other county departments; generally furthers the public relations aspect of departmental activities.

Interviews and assigns legal counsel to indigent litigants.

Prepares and distributes financial, statistical and other reports as required.

Performs related work as required.

Marginal Functions

None.

Requirements of Work

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representatives of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Graduation from an accredited four-year college or university with major course work in public administration, business administration, or a related field; supplemented by coursework in judicial administration and experience in an administrative or supervisory capacity, or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills.

Knowledge, Abilities and Skills

Thorough knowledge of modern principles and practices of public and court administration.

Thorough knowledge of the organization, functions, responsibilities and procedures of the court.

Thorough knowledge of court procedures, legal documents, laws and legal factors pertaining to the court.

COURT ADMINISTRATOR (continued)

Thorough knowledge of the principles and practices of methods and procedures analysis, work simplification, and forms and records control.

Thorough knowledge of the principles and practices of budget and personnel administration and the standards commonly applied in the planning and effectuating of modern court administration procedures.

Ability to organize, direct and coordinate the administrative activities of the court in a manner conducive to full performance and high morale.

Ability to express ideas on technical subjects clearly and concisely, orally and in writing.

Ability to develop and maintain effective working relationships with associates, staff, county and other agencies, and the public.