



Colville Confederated Tribes

Personnel P.O. Box 150 - Nespelem, WA 99155 (800) 506-9434

POSITION: Court Administrator

SALARY: \$32,000 to \$39,000 annually DOQ, less one step during probation

REPORTS TO: Steve Aycock, Chief Judge

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: Incumbent is responsible for all administrative duties under the direction of the Chief Judge. Duties include, but are not limited to, drafting and maintaining all court budgets, assigns court appointments for Attorney's and schedules the Court Calendar, supervises court staff and prepares time/attendance report, maintain the Tribal Court Bar roster, attends meetings as delegated by the Chief Judge.

QUALIFICATIONS:

- \$Bachelor's Degree in Business Administration or Accounting **AND** 48 months of experience working for a court in a high stress environment (24 months must include supervising employees and bookkeeping or accounting experience); **OR**
- \$96 months of combined education/work experience reflecting successful, progressively responsible clerical experience (24 months must include supervising employees and bookkeeping or accounting experience).
- \$Demonstrated knowledge of modern office practices and procedures including a computerized case management system.
- \$Ability to communicate effectively, both in written and oral format.
- \$Experience reflecting ability to maintain STRICT confidentiality.
- \$Demonstrated use of micro computers and associated software such as, microsoft Word, Word Perfect and excel.

SPECIAL REQUIREMENTS:

- \$Must clear a Criminal History Background Inquiry and never been convicted or found guilty of a felony. Must have no misdemeanor involving moral turpitude within five years of application.
- \$Must possess and maintain a valid Washington State Driver's License and be eligible for the Tribes' vehicle insurance.
- \$Demonstrated ability in grammar, punctuation and spelling with a score of 85%. **TEST REQUIRED BY CLOSING DATE.**
- \$Must complete an accounting test with a 75% score. **TEST REQUIRED BY CLOSING DATE.**

TRIBAL AND INDIAN PREFERENCE WILL BE GIVEN; Veterans will be given priority over equally-qualified applicants within the same preference code.

CLOSING DATE: Position is pen until filled, however, for guaranteed consideration applications must be received in the Personnel Office by **4:00 p.m., August 21, 2002**, or be postmarked by that date.

INFORMATION:

Colville Confederated Tribes
Personnel Office
P. O. Box 150
Nespelem, WA 99155
(800) 506-9434
www.colvilletribes.com