



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Tribal Judicial System Administrator

Team: Tribal Court
Reports to: Executive Director
FLSA Status: Non-Exempt

Salary Range: DOE
Schedule: Regular, Fulltime
Last Revised: October 2022

The Tribal Judicial System Administrator coordinates all planning and project activities on time and budget. Administers Tribal Court and follows up on sentences with Court police officer. Continued employment is contingent upon grant funding.

Duties/Responsibilities:

- Develop new court services.
- Monitor court respondents.
- Maintain and develop agreements with outside agencies.
- Submit all federal and department reports in a timely manner according to program requirements.
- Works cooperatively with department of Justice to assure compliance with all regulations.
- Responsible for writing and maintaining grants.
- Collaborates with Judges and appropriate entities to meet the needs of the Tribal Court.
- Works closely with City of Cordova Police for document serves and sentence monitoring.
- Receives, tracks, and processes any fees associated with the Court.
- Acts as a secretary to Judges.
- Attends, records, and transcribes all Court proceedings using appropriate sound and video equipment.
- Maintains court dockets, monitors, and schedules hearings.
- Prepares and distributes all case and related materials as appropriate to the State of Alaska and/or the Tribal Court Judges.
- Maintains confidential records of all Court proceedings, including opening and closing cases.
- Assists with all judge-related activities and maintains all records related to judges.
- Serves as point of contact for Tribal Court appellants, assists with filing paperwork and document retrieval.
- Responsible for bringing compliance violations to appropriate entities attention.
- Knowledge of all policies, decrees, laws, and other articles of the Tribe.
- Monitor individuals assigned to community work service for the State of Alaska.
- Performs other related job duties.



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Required Skills/Abilities:

- Ability to work through complex situations involving emotional trauma of court participants.
- Must be organized, punctual and maintain a high level of accuracy.
- Demonstrate ability to prioritize and complete objectives independently.
- Strong oral and written communication skills required.
- Must be able to maintain a high level of confidentiality and ability to resist pressure from clients, their families, and the community.
- Must have knowledge of Alaska Native culture, and/or be culturally sensitive to the customs, traditions, practices, and sovereign status of the Native Village of Eyak.

Education and Experience:

- High school diplomas or equivalent required.
- Associates degree preferred.
- Must obtain Alaska based tribal clerk certification within 18 months of hire.
- Two years high level administrative office/clerk experience required.
- Experience with court procedures preferred.
- Experience in record management and case management desired.

Physical Requirements:

- Prolonged periods of sitting in an indoor office setting.
- Typically move, bend and crouch during work hours to complete assigned tasks.

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date