



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

Tribal Judicial System Administrator

To coordinate 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.

Team: Tribal Court

Reports to: Executive Director

FLSA Status: Non-Exempt

Salary Range: DOE

Schedule: Regular, Fulltime

Last Revised: August 2021

This position establishes methods and procedures for attaining specific goals and objectives and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

Responsibilities/Duties

- Develop new court services.
- Monitor court respondents.
- Maintain and develop agreements with outside agencies.
- Submits 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.
- Writes and maintain grants.
- Works 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 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.
- Keeps confidential records of all Court proceedings, including opening and closing cases.
- Assists with all judge-related activities and keeps all records related to judges.
- Serves as point of contact for Tribal Court appellants, assists with filing paperwork and document retrieval.
- Brings compliance violations to appropriate entities attention.
- Knows all policies, decrees, laws and other articles of the Tribe.
- Monitor individuals assigned to community work service for the State of Alaska.
- Other duties as assigned.



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Experience Requirement

Two years high level administrative office/clerk experience required, court procedure experience preferred. Experience in record management and case management desired.

Education Requirement

A.A. degree preferred, high school diploma or equivalent required. Must obtain Alaska based tribal clerk certification within 18 months of hire.

Competencies (Knowledge, Skills and Abilities)

Must pass comprehensive background check. Ability to work through complex situations involving emotional trauma of court participants. Must be organized, punctual and maintain a high level of accuracy. Must have ability to prioritize. Demonstrate ability to complete objectives independently. Strong oral and written communication skills required. Need ability to resist pressure from clients, their families and the community. Ability to and knowledge of scheduling, managing multiple priorities and meeting deadlines. Must be able to maintain a high level of confidentiality. Must have a high records management skill level. 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.

Performance Standard

Regularly sit for long periods of time in order to complete work.
Typically move, bend and crouch during work hours to complete assigned tasks.
Regularly write, operate a keyboard, use computers, office machines or otherwise create, communicate and store electronic and paper data and correspondence.
Regularly use vision including close, peripheral and ability to adjust focus.

Environmental Factors

Majority of work will be completed in an indoor setting with office equipment such as copiers, computers and facsimile machines.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date