

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Court Administrator
Department: Tribal Court
Reports To: Chief Judge
FLSA Status: Exempt Employee
Prepared By: Tribal Programs Director
Prepared Date: 11/1/17
Approved By: Chief Executive Officer

Summary

Responsible for management and supervision of daily court operations and management, including assuming responsibility for the development, implementation and maintenance of case management systems, facilities management and security, strategic planning and fiscal activity, including budget development and administration and supervision of other financial matters of the Court.

ESSENTIAL FUNCTIONS:

1. Coordinates and reviews scheduling of cases coming before the court for effective case flow for hearings.
2. Manages, supervises and reviews Court Staff; ensures performance of duties in a timely manner for efficient operations including phone coverage, mail, PTOs, and etc.
3. Answers and resolves questions or complaints pertaining to office administration, case flow management, correspondence from programs, agencies, private sector, and other people; assists Court staff and Judges for support, concerns, issues to communicate and/or resolve.
4. Maintains, reviews & ensures the final case dispositions with supporting forms are accurately written as per judgment on cases; conducts bi-weekly Court staff meetings to communicate concerns, issues, information or case staffing.
5. Ensures the accuracy of all court records and documents; provides for secure storage and appropriate access.
6. Responsible for development, administration, and maintenance of the Court's annual operating and capital budget.
7. Coordinate with Judge and Court staff to set and review cases for hearings; attends meetings in reference to specific cases for clarification purposes, contract compliance and accountability; attends meetings in the implementation and/or revisions pertaining to Court policies and procedures, tribal, state or federal codes; or other issues presented by allied service agencies or programs.
8. Develops and implements procedures, goals, objectives, policies and work standards assuring compliance with other court and county policies and procedures; makes revisions as necessary.
9. Communicates & coordinates with other tribal programs as to Court cases on clients/defendants or other issues.
10. Oversees or provides for the selection, training, professional development and discipline of staff; evaluates and/or reviews employee performance evaluation; handles grievances and other personnel actions.

11. Performs Court Clerk and other duties and responsibilities as required.
12. Represents the Tribe with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Confidentiality - *Must* have the ability to maintain confidentiality as per local, state and federal laws. Employee will be required to sign a confidentiality agreement.

Analytical - Synthesizes complex or diverse information; Designs work flows and procedures.

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Must be able to attend meetings, drive a motor vehicle, and conduct business outside the Trinidad Rancheria.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in criminal justice, or a closely related field; AND five (5) years of managerial experience in court operations.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee management and supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Office management practices and procedures in a court setting.
- Fiscal management, including budget development and administration.
- Legal records management.
- Applicable laws, codes and regulations.
- The use of specified computer applications involving the design and management of various databases, spreadsheet, and word processing files and the development of special report formats.
- Correct business English, including spelling, grammar and punctuation.

- Judicial system, legal practices and terminology.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing strategic planning strategies, goals, objectives, policies, procedures and work standards.
- Developing and administering budget and other fiscal activities.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Understanding, applying and explaining legal, general office and administrative processes and procedures.
- Compiling and summarizing information and preparing periodic or special reports.
- Preparing clear and concise reports, correspondence and other written materials.
- Analyzing and resolving varied office administrative problems.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid State Driver's License
- Must be insurable

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

ALCOHOL AND DRUG FREE WORKPLACE:

All employees and potential employees are required to submit to pre-employment and random drug and alcohol tests in accordance with the Tribal Alcohol-Free Workplace Policy.

Signature _____ Date _____