Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: Court Administrator/Friend of the Court
Department: Tribal Court/Judicial Branch
Reports To: Chief Judge
Status: Exempt
Salary: $60,175 to $90,262 Annually
Level: D62
Opens: September 26, 2019
Closes: October 10, 2019

SUMMARY: Under the direction of the Chief Judge, administers all non-judicial functions of the Tribal Court. This position creates and manages the Court’s budget, writes and manages grants on behalf of the Court. This position is responsible for the day-to-day management of all Court personnel in consultation with the Chief Judge. The Court Administrator provides staff guidance regarding Tribal laws, Federal laws, Court rules and administrative procedures. This position writes memoranda, develops procedures and policies, analyzes legal and administrative issues, and develops and implements uniform case processing practices and programs related to effective case management and Tribal Court best practices. This position shall also act as Friend of the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

• Manages the Court staff on a day-to-day basis following Tribal law, the Court handbook, and the policies and procedures of the Court.

• Friend of the Court: Calculate child support for Tribal court custody cases using the Michigan child support calculation software. Assist clients through the process of getting enforcement of Tribal Court orders through the Tribal Court - State FOC agreement.

• Assist the Chief Judge by providing specialized administrative oversight and legal support to the Court.

• Ensures that Tribal Court administration meets Tribal, federal and grants administrative requirements, to include extensive budget creation, oversight, and management while tracking variances as it relates to expenditures against the budget.

• Responsible for the administration and implementation of the Tribal Court budget. Develops and prepares budget requests to be submitted to Tribal Council. Forecasts and projects expenditures/revenue impacts and reallocates resources. Approves expenditures and purchases within the Tribal Court’s established procedures, policies, and budgetary appropriations.

• Directs calendar and case-flow management and recordkeeping for all matters within the Court’s jurisdiction or assigned to the Court.
• In consultation with the Chief Judge, manages and implements an overall strategic plan for the Court; articulates and refines the Court’s mission statement, goals, and objectives and evaluates data and organizational effectiveness for planning purposes. Reviews cost and impact analysis reports.
• Develops and makes recommendations to the Chief Judge as it relates to policy and procedures on all Tribal Court related matters, including technical issues related to case management systems.
• Recommends the selection, promotion and administration of disciplinary actions up to and including discharge from employment of Court staff. Conducts disciplinary action as directed. Evaluates and approves performance evaluations. Stays informed of human resources management and all applicable law including, but not limited to, employment law.
• Assigns work projects, monitors and coordinates from an executive level, and ensures that work complies with applicable law, policy, and quality standards.
• Develops effective, efficient and responsive case flow management systems. Ensures that Court form development, development of office procedure manual(s), Court user information materials and brochures continually advance to meet the needs of the community.
• Compiles and analyzes data on Court activity to monitor management performance and prepare activity reports.
• Manages and clerks all enrollment appeals.
• Conducts program planning, development, and program evaluations for the Tribal Court.
• Develops and maintains quality relationships with personnel in local Tribal government, local State courts, local law enforcement, schools, community organizations, and social services agencies.
• Implements jurisdiction and case-flow management directives of the Chief Judge and the Tribal Judiciary.
• Participates in meetings involving the Tribal Judiciary as required.
• Attends appropriate in-State and out of State meetings and trainings as required.
• Develops and publishes professional level annual report for the LTBB Tribal Council and community to communicate the progress, activities, and initiatives of the Court. Reviews the annual report with Tribal Council once a year. Presents the annual report to the elders as directed. Represents the Court at the Tribe’s Annual meeting.
• Represents Court at Tribal Council meetings, AFC meetings and other Tribal meetings as directed.
• Conducts research to analyze current and alternative personnel, facilities, and data management systems and consults with judicial staff of Court to evaluate findings and recommendations. Assists Chief Judge and Tribal Judiciary in development of programs to meet the needs of the Court and the community.
• Evaluates courtroom technology requirements and develops plans, strategies and proposals to implement the same.
• Evaluates all court technology and ensure a high functioning master court calendar, public docket, and case-flow management system.
• Directs the planning, development, implementation, administration, and improvement of Court policies, procedures, and programming to promote public access to justice, maximize judicial and other Court resources, increase the efficiency of court operations, and enhance service to the public.
• Identify grants that will provide or grow needed services to the community and assist in the writing of grants. Ensures all grant compliance occurs accurately and in a timely manner.
• Negotiates and monitors contracts for services and ensures said contracts follow all applicable laws.
• Stays informed of healing-to-wellness, juvenile and family court treatment modalities and implements evidence-based programs for the Court. Learns new specialty court treatment modalities as directed.
• Resolves questions and complaints raised by Court personnel, attorneys, and members of the LTBB and other organizations in consultation with Chief Judge and Tribal Judiciary.
• Creates a team atmosphere within the Court.
• Ensures all Court staff complete 5 in 15 weekly by Monday at noon.
• Conducts staff meetings every other week; schedules and participates in manager meetings every other week and fosters an atmosphere of collaborative management. Shall schedule and participate in quarterly budget meetings with managers and the Chief Judge.
• Prepare backlog report as required under the Court Rules.
• May be required to work some evenings and weekends as dictated by the Court docket.
• Essential job duties may evolve and/or change as approved by the Chief Judge.
• Other duties as assigned.

SPECIAL REQUIREMENTS:
The employee must strictly maintain confidentiality as required by law, policy and practice of the Court. Some independent judgment is required in carrying out assignments and confidentiality of materials must be maintained. Excellent customer service skills and attendance, professional demeanor and appearance required. Must have an even temperament and solid interpersonal skills and must be committed to professional development. This position represents the Court in the public and at all times must present themselves in a manner that reflects positively on the Tribal Court. This position must be free from all drug and alcohol abuse and is subject to random drug and alcohol screenings.

• Must maintain strict confidentiality of court proceedings, records and documents.
• Must maintain impartiality of the court.
• Must treat everyone with respect.

SUPERVISORY RESPONSIBILITIES:
Directly supervises all Court managers and personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE: Juris Doctorate from an accredited law school and 2 years of experience in court administration, legal administration, criminal justice, specialty courts or a closely related field and 5 years of experience managing staff; or, Master’s degree in criminal justice or other relevant degree with 4 or more years of experience in court administration, legal administration, criminal justice, specialty courts or closely related field and 5 years of experience managing staff; or Bachelor's degree (B. A.) in criminal justice or other relevant degree with 6 years or more of experience in court administration, legal administration, criminal justice, specialty courts or closely related field and 5 years of experience managing staff. Must be able to demonstrate accounting, budget management, and technical writing skills. Must be able to demonstrate grant management and compliance skills. Must demonstrate exceptional communication skills. Must be proficient in MS Word, Excel, and PowerPoint. Must be able to demonstrate accuracy in data entry. A writing sample is required.

Some criminal justice background, probation and drug court knowledge are required.
KNOWLEDGE, SKILLS AND ABILITIES:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS:
To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team environment; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for changing resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas. Excellent people skills are required. An individual must demonstrate a strong work ethic. A good job history and good job references are required. A high ethical sensibility is required.

ETHICS FOR TRIBAL COURT STAFF: Must maintain strict confidentiality of Tribal Court proceedings, records and documents. Must remain above the political influences in the Tribal community. Must maintain impartiality of the Tribal Court. Must treat everyone with dignity. A high ethical sensibility, a history of professional honesty and trustworthiness is required.

CERTIFICATES, LICENSES, REGISTRATIONS: CERTIFICATES, LICENSES, REGISTRATIONS
Must possess a valid driver’s license, reliable transportation and be insurable by the Tribe’s insurance for duration of employment.

COMMENTS
Indian preference will apply. Candidates must pass a comprehensive background investigation with no felony convictions in the last ten years. All candidates who have received a written offer of employment will be required to undergo drug testing prior to their start date. A candidate who refuses to submit to a drug, fails to show up for a drug test will no longer be considered for employment and their offer of employment will be rescinded.