

ROBINSON RANCHERIA CITIZENS BUSINESS COUNCIL
1545 E HWY 20
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11.15.2018

JOB DESCRIPTION

Job Title:	Court Administrator	Department:	Tribal Court
FSLA Status:	Non-Exempt	Location:	Tribal Court
Reports to:	Tribal Administrator	Job Type:	Contract
Salary Range	DOE	Updated:	11.15.2018

POSITION SUMMARY:

Under general supervision of the Robinson Rancheria Citizens Business Council, this position serves as the Robinson Rancheria’s Tribal Court Administrator. The Court Administrator shall be responsible for the administration of the Robinson Rancheria Tribal Court and for such other administrative and ministerial duties prescribed by the Code or assigned by the Chief Judge.

DUTIES AND RESPONSIBILITIES:

- Monitor relevant grant announcements and successfully apply for grant opportunities;
- Work regularly and closely with Tribal governmental officials and key staff to develop and maintain all aspects of the court system;
- Under the direction of the Chief Judge, creates policies, court manuals, memorandums, or documents;
- Establish and maintain effective working relationships with judges, attorneys, clerks, other courts, community members and organizations, and state, local and county agencies;
- Provide information and assistance about court matters;
- Coordinate court calendar, case management and maintain the tribal bar roster;
- Maintain records of all Tribal Court proceedings;
- Maintain all pleadings, documents, and other materials filed with the Tribal Court and distribute all necessary and appropriate documents;
- Prepare for and assist the judges in all court session, including notifications to parties, make necessary facility accommodations and arrange for a court report and bailiffs;
- Maintain all evidentiary materials, transcripts, and records testimony filed with Tribal Court;
- Enter, under the direction of the Tribal Court, all orders, judgements and decrees required to be entered;
- Collect fines, fees and other monies imposed or charged by the Tribal Court;
- Prepare and serve writs and processes, rulings, findings, opinions, and orders as prescribed by the Code and as may designated by the Judges of the Tribal Court;
- Assist persons in the drafting and execution of form complaints, petitions, answers, motions, develop user friendly forms and other pleadings and documents for proceedings before the Tribal Court;
- Administer oaths and witness execution of documents;

DESIRABLE QUALIFICATIONS:

- Excellent organizational, customer service, public relations and communication skills.
- Knowledge of Native American Tribal Government values, history and culture and ability to apply this knowledge to all communication with tribal members, other staff members and the public.
- Experience writing, researching and packaging grant applications.
- Knowledge of the Robinson Rancheria Tribal Constitution and Code, Indian Civil Rights Act, Indian Child Welfare Act, and other ordinances adopted by Robinson Rancheria;
- Knowledge of Federal, State and Tribal Court procedures;

MINIMUM QUALIFICATIONS:

- Ability to type at a rate of 50 WPM and have experience in using a personal computer;
- Ability to communicate and model respect for and toward all clients, tribal members, tribal officials, supervisors and co-workers;
- Ability to understand adherence to various program requirements, including confidentiality of information, or complex federal regulations;

EDUCATION/EXPERIENCE:

High school diploma or GED

1-2 years' experience as a Tribal, Federal or State Court Clerk, Paralegal or Legal Secretary.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
- Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
- Employee will serve 90-day probationary period

Native American Preference Applies: Preference given to qualified Native American's pursuant to the Indian Self-Determination and Education Act, public Law 93-638

LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Disclaimer *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*