



Hopland Band of Pomo Indians

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| Position: | Court Operations Clerk (F/T, 100% Grant funded) |
| Reports to: | Northern California Intertribal Court System Judicial Council/Tribal Administrator |
| Rate of Pay: | \$52,400 to \$56,160 Annually (DOE) |

POSITION SUMMARY: The Court Operations Clerk is responsible for the administration of tribal court operations, programs, and services. The Court Operations Clerk works closely with tribal leaders of the NCICS Judicial Council, Judges, tribal attorneys, court clerks, probation officers, tribal advocates, county Judges and court administrators. The Court Operations Clerk manages all daily operations of the NCICS including but not limited to, preparing the court budget, maintaining court security, overseeing court reports, managing public information, and maintaining records. The Court Operations Clerk is also responsible for the supervision and management of court staff. The Court Operations Clerk reports to and is directed by the Chief Judge and Chair of the Judicial Council and the NCICS' governing body – a Judicial Council appointed by the governing bodies of the four consortium Tribes. Will also work with the Tribal Administrator for grant compliance and administrative support as needed.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Tribal Court Operations Clerk, in accordance with Judicial Council policies and procedures, is required to:

1. Establish sound financial controls and oversees fiscal activities, reviews and approves expenditures, provides regular budget reports.
2. Works regularly and closely with Tribal governmental officials and key staff to develop and maintain all aspects of the court system.
3. Under the direction of the Judicial Council and the Judicial Council Chair, creates policies, court manuals, memorandums, or documents.
4. Coordinates Judicial Council and staff meetings, conferences and seminars.
5. Establishes and maintains effective working relationships with judges, attorneys, clerks, other courts, community members and organizations, and state, local and county agencies.
6. Establishes and supervises communications and media relations.
7. Provides information and assistance about court matters.
8. Analyzes case activity, including trends in types of hearings, resolutions and collections.
9. Supervises case flow, and ensure security and facility management.
10. Coordinates court calendar, case management and maintains the tribal bar roster.
11. Manages court staff and prepare regular employee performance evaluations.
12. Ensures that staff is provided opportunities for technical and professional growth.
13. Attends all required training.
14. Regular travel throughout Mendocino County, among the NCICS member Tribes is required.
15. Maintains compliance for all existing NCICS Grants and seeks new grants to enhance the program.
16. Other duties as assigned

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



Hopland Band of Pomo Indians Job Announcement

SUPERVISORY RESPONSIBILITIES: Responsible for the supervision of Tribal Court's operations and of court administrative personnel as directed by the Judicial Council and the Judicial Council Chair.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job:

1. Recordkeeping (including electronic recordkeeping).
2. Knowledge and practice of supervisory techniques.
3. Knowledge and practice of budget and financial management.
4. Understanding rules and procedures of court operations.
5. Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos.
6. Must also be able to effectively present information in one-on-one and small group situations to community members, clients, and other employees of the organization.
7. Strong ability to interact with people from varied backgrounds, age groups and with a variety of legal needs.
8. Apply common sense understanding to carry and provide out instructions furnished in written, oral and/or visual form.
9. Must be customer service oriented.
10. Must be able to solve problems involving multiple variables in situations.
11. Must be able to organize an office environment to ensure smooth, efficient operation using existing resources and by identifying new resources.
12. Knowledge of federal grant guidelines preferred.
13. Proficient in common office software including: Microsoft (MS) Word, MS Outlook, MS Excel, MS Power Point, MS Access and Adobe Acrobat Professional.
14. Capable of learning court case management software and other software used by the organization.

EDUCATION & EXPERIENCE

Bachelors' Degree or higher from an accredited college or university and at least three years of management experience. Experience in a legal or court setting preferred. A combination of relevant education and experience will also be considered, regardless of whether such education resulted in a degree.

Knowledge of trial government, language and culture is preferred but not required.

NORTHERN CALIFORNIA INTERTRIBAL COURT SYSTEM



Cahto Tribe
of the Laytonville Rancheria



Coyote Valley
Band of Pomo Indians



Hopland
Band of Pomo Indians



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ADDITIONAL REQUIREMENTS:

Possess a valid California Class C Drivers License and insurable for HBPI auto insurance

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. 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.

WORK ENVIRONMENT

This position is subject to many interruptions and the applicant may be required to handle multiple calls and inquiries at once. The noise level in the work environment is usually moderate.

The Hopland Band of Pomo Indians and the Northern California Intertribal Court System is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

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