



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0032
TRIBAL ADMINISTRATION
TRIBAL COURT ADMINISTRATOR**

Position Title:	Tribal Court Administrator	Pay Level:	\$65,924.00 - \$98,886.00
Position Open Date:	04/01/2023 – Until Filled	Department:	Tribal Courts
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Tribal Administrator	Location:	Tribal Administration

POSITION SUMMARY:

Responsible for management and administration of the activities, programs and staff of the Pueblo of Jemez' Tribal Court.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

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 & EXPERIENCE:

Bachelor's Degree in criminal justice, or a closely related field; AND seven (7) years of managerial experience in court operations.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License (Insurability Requirement)
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical support and operational staff; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required
- Develops and implements procedures, goals, objectives, policies and work standards; assures compliance with other court and county policies and procedures; makes revisions as necessary
- Prepares and manages the court's budget; acts as a good steward of the Pueblo's fiscal and judicial system resources
- Coordinates and reviews scheduling of criminal, traffic, civil, and juvenile cases or effective case flow for hearings
- 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
- Communicates with Jemez Law Enforcement and Tribal Sheriff/ Aides on issues/concerns pertaining to defendants, citations, transport, and complaints
- Reviews the Court Clerk's civil fact sheet prior to drafting Orders; composes civil orders as per Court for Governors review prior to final signatures; inputs the civil disposition onto the software for case management
- Maintains, reviews & ensures the final criminal dispositions with supporting forms are accurately written as per judgment on criminal and juvenile cases; conducts bi-weekly Court Staff meetings to communicate concerns, issues, information or case staffing
- Ensures the accuracy of all court records and documents; provides for secure storage and appropriate access.
- Seeks and administers grants and other special funding to augment Court services
- Coordinates with Governors to set and review cases for hearings; attends meetings in reference to specific cases as required by the Governors/Judges, Tribal Administrator for clarification purposes, contract compliance and accountability; attends meetings in the implementation and/or revisions pertaining to Court policies & procedures, Tribal Codes, SORNA, Social Services issues, and etc.
- Communicates & coordinates with other tribal Programs as to Court cases on clients/defendants or other issues
- Conducts training/orientation for new Tribal Officials on the court procedures of criminal, civil and juvenile cases, service of documents, and filing of complaints.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Makes presentations to the Tribal Council regarding departmental activities and issues.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees
- 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

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- 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
- 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 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

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezueblo.org