

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Court Administrator
POSITION LOCATION: Yakutat Tlingit Tribe
SUPERVISOR: Executive Director/Presiding Judge
POSITION DETAILS: Grant Funded. Full Time with Benefits
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package
OPEN DATE: 5/6/2019 **CLOSE DATE: 5/17/2019**

POSITION SUMMARY

Under the direct supervision of the Executive Director/Presiding Judge, incumbent performs a wide variety of Court support requiring substantial knowledge and understanding of court process and functions. Incumbent's focus area will be strategic Tribal Court development and records management. This position is responsible for developing and managing the YTT Tribal Court project for the Yakutat Tlingit Tribal Court, which will include code drafting, hiring and administratively supervising consultants for drafting statutes, policies and procedures; working closely with the Yakutat Tlingit Tribal Justice Committee and Judges; and providing administrative support for the development of the Trial Courts and other Southeast Alaska Tribal Courts.

The Court Administrator will supervise all positions within the Yakutat Tlingit Tribal Court to include Crime Victim Advocate, Domestic Violence Advocate, Court Clerk/Record Specialist, Youth Counselor, and other positions that deal with court related matters as they become available.

The successful applicant possesses a high degree of organization and is a self-starter who can hit the ground running with minimal supervision. This position also requires strict confidentiality. Successful applicants will be required to successfully pass a 6 month, 180 hour Certificate Course in Records Retention/Archiving.

Mandatory out of state and in state travel required for conferences, trainings, and job shadowing.

QUALIFICATIONS:

- Bachelor Level Education Preferred. Education and Experience can be substituted.
- Valid Alaska Driver's License
- At a minimum applicant must demonstrate 40 WPM accurately.
- Ability to read and interpret legal documents and procedural manuals
- Ability to write routine reports and legal correspondence
- Ability to speak effectively to groups
- Knowledge of applicable State, Federal, and Tribal codes, laws, and regulations
- Knowledge of community needs, problems, and resources
- Demonstrated knowledge of Microsoft Office
- Must maintain and protect confidentiality of offenders and victims

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to MSchumacher@ytttribe.org.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.
POSTED BY: _____ **DATE:** _____

