

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org



JOB ANNOUNCEMENT

POSITION TITLE: Tribal Court Strategic Planner
POSITION LOCATION: Yakutat Tlingit Tribe
SUPERVISOR: Executive Director/Court Administrator
POSITION DETAILS: Contract Position (Temporary)
FRINGE BENEFITS: No Benefits
Salary: DOE

OPEN DATE: 8/12/2019

CLOSE DATE: 8/18/2019

POSITION SUMMARY

Under the direct supervision of the Executive Director/Court Administrator, incumbent(s) performs a wide variety of strategic court support requiring substantial knowledge and understanding of court process and functions. Incumbent's focus area will be strategic Tribal Court development, Personnel Training Development, Policy 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 drafting code, drafting policies and procedures, creation of Court Clerk Manual, Needs Assessment, Negotiation with State Courts, and Readiness Assessment; working closely with the Yakutat Tlingit Tribal Justice Committee and Judges. The successful applicant possesses a high degree of organization and is a self-starter who can hit the ground running with minimal supervision.

QUALIFICATIONS:

- Prior Legal education/ training/ employment experience is required.
- Juris Doctorate, Licensed Tribal Attorney, Licensed Attorney, Magistrate preferred
- Ability to read and interpret legal documents and procedural manuals
- Ability to write policies, procedures, and court manuals
- Ability to speak effectively to groups
- Knowledge of applicable State, Federal, and Tribal codes, laws, and regulations
- Knowledge of community needs, problems, and resources

JOB DUTIES:

- Strategically Develop Courtroom Rules, Policies, and Procedures
- Negotiate with State Courts
- Develop Court Clerk manual
- Coordinate, Develop, and Nurture Tribal Court partnerships
- Develop Training Plans for Court Personnel
- Needs Assessment and Tribal Court Readiness Assessment
- 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.

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: _____

