

FORT BELKNAP INDIAN COMMUNITY

**Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

TITLE: Court Administrator

STATUS: Regular/Full-Time

PROGRAM: Tribal Courts

WAGE: Negotiable

DEPARTMENT: Tribal Courts

LOCATION: Fort Belknap Agency

Supervision Exercised: Incumbent provides general administrative supervision i.e. time sheets, requisitions, purchase orders and temporary employment agreements inclusive of the Chief Clerk of Court, Presenting Officer, and other Fort Belknap Indian Community court support staff as assigned. Supervises the Chief Clerk in maintaining the court staff and their duties as assigned.

Supervision Received: Incumbent works under the general supervision of the Chief Administrative Officer.

General Description of Duties: The purpose of this position requires a strong emphasis in performing administrative duties in the planning, coordination, development, implementation and management of the Fort Belknap Indian Community Court to ensure quality services to the general public that are fully coordinated and provided in a timely manner in relationship to the Laws of the Fort Belknap Indian Community. The Court Administrator must be fully knowledgeable of the Laws and regulations of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Reservation.

Essential Duties and Responsibilities: *This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:*

1. Responsible for supervising assigned tribal court staff and performing annual personnel evaluations on each. Supervision shall include all required disciplinary actions as are specified in the FBIC Personnel Policies and Procedures Manual.
2. Establish and maintain a working relationship and effective communications with all Court Judges, clerks and FBIC Departments.
3. Develop and maintain computer use with compatible software to ensure preparation and easily accessible retrieval of legal forms, reports and correspondence. Maintain Court software, equipment and licenses and provide training and assistance to clerks and judges.
4. Prepares and manages the budget inclusive to supervised Court staff, to include revisions, modifications and annual projections. Prepare, submit, and administer Court contracts and grants.
5. Performs records management including records retention and storage by reviewing, assigning and supervising case/document processing. Research and compile caseload and/or workload information and prepare clear and concise factual reports.
6. Monitors service of Court documents to ensure service of process and recordation in a timely manner.
7. Maintains monthly Court(s) calendar of events; e.g., criminal, traffic, civil, jury services, family law, etc. proceedings, hearing and appeals.
8. Assists in cross training of all court staff.
9. Assists Court Clerks with workload.

10. Makes arrangements and prepares cases for the Court of Appeals, clerks the Appellate courts and maintains files and records.
11. Maintain pool of qualified judges who may serve as Appellate judges.

Knowledge, Skills, and Abilities:

- Thorough knowledge of the existing relationship between the Fort Belknap Tribal Government, State, and Federal agencies.
- Proficient knowledge in MS Office application and database software and have general office skills.
- Knowledge of legal terminology, format and procedures.
- Excellent written and verbal communications skills.
- Skill and ability to organize and multi-task.
- Ability to manage time well and work under stressful conditions with an even temperament.
- Ability to meet and deal effectively with the general public and representatives from other agencies.
- Ability to work well with others and possess a willingness to assist others.
- Ability to attend work daily and on time.
- Ability to give directions well and manage several tasks concurrently.
- Skill to establish and maintain an effective working relationship with Co-workers, Fort Belknap Indian Community Council Administration, other programs, agencies, and the public.
- Excellent written and verbal communication skills.
- Must have the ability to maintain confidences and confidential information within the office and matters within the court.

Education: Bachelor's Degree in political science preferred or related subject and/or two (2) years experience working in a Tribal or other Judicial System.

Experience: Must have prior supervisory experience.

Special Conditions:

- Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance abuse prevention, Drug and Alcohol testing policy and will include background investigation and work and Criminal History prior to an during employment.
- Must be twenty-one years of age at time of hire.
- Must be bondable
- Must never have been charged with a felony; or a misdemeanor within three (3) year of applying position from any jurisdiction.
- Must possess a valid State of Montana Driver's License and be eligible for coverage under the FBIC Insurance Master Plan.
- Must be an enrolled member of a federally recognized Indian Tribe.
- Must have held a previous position with supervisory skills.
- Applicant must also pass the Fort Belknap Indian Community Bar Exam within one (1) year of hire date.

- **Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract

Indian Preference Employer as Required by Law

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

How to Apply: *Submit application & resume postmarked by the closing date to:*

Fort Belknap Indian Community Council
Human Resources Department
656 Agency Main Street
Harlem, MT 59526

Updated: 10/12/15

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