

THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: 240955 Date Posted: September 9, 2024
 CLASS CODE: 9124 Closing Date: **Open Until Filled**
 POSITION TITLE: **Court Administrator**
 DEPARTMENT NAME: Tohajiilee Judicial District Court
 WORKSITE LOCATION: Tohajiilee, New Mexico

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$ 72,119.52</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$ 34.54</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CL68A</u>

DUTIES AND RESPONSIBILITIES

Under general direction of the District Court Judge, performs work of considerable difficulty in overseeing, managing, administering and coordinating all administrative activities and operations of a judicial district; formulates policies and procedures in conjunction with judges and court staff; performs related duties as assigned. Performs a wide variety of managerial, administrative and supervisory duties and tasks associated with the overall operation of a Judicial District involving fiscal, personnel, property, facility, and financial management. Authorizes expenditures. Oversees case-flow management, file and docket management and security. Develops, establishes and implements policies and procedures for operating and maintaining required administrative operations. Apprises the judge of all administrative matters. Provides orientation, training and mentoring to assigned staff. Reviews programs, services and operations for effectiveness and efficiency. Maintains Purchase Card (PCard) transactions in accordance with Navajo Nation policies and procedures. Participates in the design, acquisition and implementation of automation for court processes and proceedings. Recommends staffing, equipment and supply needs. Prepares annual budget. Undertakes special projects. Coordinates the activities of the court and maintains productive relationships with judges, court-related and non-court-related agencies, entities, organizations and the general public to create an effective justice system. Prepares statistical and narrative reports. Conducts staff meetings. Conducts research to provide a greater degree of understanding of court process and improvements required. May provide cross-training and in-service training. Monitors the effectiveness of the district court and works with the communities to promote the mission of the courts.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's degree in Court Administration, Public Administration, Business Administration; and four (4) years of progressively responsible administrative and management experience or closely related responsibilities; two (2) years of which must have been in a supervisory capacity; or, an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

This position requires working knowledge of the following: Applicable Navajo Nation, state and federal employment laws. Legal terminology. Navajo Rules of procedures and jury management. Legislative process. Principles of management, administration, supervision, budgeting, procurement, property and personnel management, accounting/bookkeeping, case records and file management.

Navajo traditions. Trends and developments in the field of court administration. Trends and developments in the field of automation and related technology. **This position requires the ability to do the following:** Oversee and manage a complex office environment. Use a personal computer with a variety of software applications. Establish and maintain effective and cooperative working relationships with others. Identify and prioritize staffing, equipment and/or operational/system needs. Manage and administer a large case load consisting of a variety of case types. Give directions and prioritize tasks. Work well under pressure and meet deadlines.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment must 1) obtain and pass a criminal background check; 2) obtain a Navajo Nation Vehicle Operator's Permit; and, 3) become FMIS 6B certified.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
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