

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 245202 Date Posted: February 6, 2024
 CLASS CODE: 9110 Closing Date: **Open Until Filled**
 POSITION TITLE: **Supreme Court Administrator**
 DEPARTMENT NAME: Supreme Court
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$ 75,585.60 - \$87,591.60
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$ 36.20 - \$ 41.95
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CE69A – CE69F

DUTIES AND RESPONSIBILITIES

Under the broad direction of the Chief Justice, this position manages the daily administrative operations of the Supreme Court in its core functions: appellate litigation; rule making authority; case management; regulation and discipline of legal practitioners. Performing numerous detailed responsibilities to support the Supreme Court's core functions, this position acts as a court liaison and administrator while also managing the Court's financial responsibilities, facility and supervising non-legal court employees. The Supreme Court Administrator is responsible for implementation, administration and enforcement of all policies and rules established by the Supreme Court. This position is a high-level professional position that involves exceptional organizational skills, strategic thinking, problem solving and managing programs, policies as well as resources. Requires effective management of fiscal administrative matters, human resources, case flow, technology needs and future development, information management, statistical analysis, intergovernmental communications, community relations, research and advisory services, and secretary/administrative support services. Supports the various core functions of the Supreme Court by ensuring case management, financial management, facility management and employee management are developed and implemented to meet the needs of the Supreme Court judicial officers and staff. Acts as a judicial liaison between the Supreme Court, all district and circuit courts, Special Division of Window Rock District Court, administrative hearing bodies, Navajo Nation, Navajo Nation Bar association and State Bar associations, public or private organizations, as well as other jurisdictions. Develops and implements processes to ensure an effective justice system by supporting the Supreme Court's functions which includes coordinating with legal and non-legal agencies and offices for the purposes of the Supreme Court's rule making functions and regulation of legal practitioners within the Navajo Nation jurisdiction. Researches, develops, and implements best practices for supporting the rule making authority of the Supreme Court. Plans and oversees a courthouse's administrative operations, facilities, budget, and case management procedures. Financial management tasks can include establishing and submitting budgets, disbursing money in the budget to the appropriate court sectors and overseeing the court's accounting practices as well as purchasing/procurement and property management. Establishes and implements facility maintenance, management, and operations plans. This position is tasked to develop future planning for maintenance, repair, and acquisition of all required buildings. Confers with justices, attorneys, and public and private agencies to ensure optimum operational services. Prepares for unanticipated demands on the Supreme Court. Acting as the Supreme Court custodian of the record, this position is responsible for implementing applicable statutes, rules, and policies for effective and efficient management of cases and official disclosure. To ensure continuity of operations, develops mentoring and cross-training approaches within the system. Implements and develops case disposition practices, systematic approaches to case management and furthering best practices approaches to an effective appellate justice system in conjunction with trial and administrative hearing bodies. Directs employees in the preparation, reproduction and distribution of court orders, directives, administrative publications, and reports; directs employees in the identification and evaluation of court record material and in the application of proper record filing and disposition procedures; directs the records management activities of the Supreme Court. Oversees the Office of Pro Bono Services and the continuous development of the office within the Supreme Court. Ensures the timely pro bono appointments and development of practices which benefit individuals and practitioners. Coordinates with the Government Relations Officer and other staff to provide public information about the court's activities and acting as a liaison for the court, including developing plans to allow access to the Court for the public through technology as well as hearings conducted outside of the Navajo Nation. Manages administrative and judicial support staff and coordinates the movement within the building(s) to ensure confidentiality and coordinated access to judicial officers. Establishes expectations and provides employee performance feedback on an on-going and annual basis. Trains, supervises and mentors subordinates and assists subordinates in establishing employment goals. Evaluates subordinates' goal achievement through conferences or informal meetings. Makes decisions regarding subordinate's employment probationary/trial period. Conducts employee performance evaluations. In conjunction with other offices, this position is responsible for information technology aspects to support the Supreme Court such as determining types of computers, networks and system needs to address the evolving needs of the Court and technology. Conducts research and training to further develop the Court's administrative functions. Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's degree in Court Administration, Criminal Justice, Public Administration, Business Administration, Social Science or Liberal Arts and eight (8) years of progressively responsible administrative and management experience or closely related responsibilities in the areas of court administration, legal office or related field. The eight (8) years must include four (4) years of experience supervising staff.

An equivalent combination of education, training, and experience that provides the capabilities to perform the described duties may be considered.

Perferred Qualifications: Ability to speak, read and write in the Navajo language. Additional supervisory and managerial experience is preferred. Master of legal studies, public policy or public administration or other related field with six (6) years or progressively responsible administrative or management experience. The six years must include three (3) years of experience supervising staff.

Special Knowledge, Skills, and Abilities:

Knowledge of applicable Navajo Nation, state and federal laws, rules, and procedures. Knowledge of the organization, functions, responsibilities, practices and procedures of Navajo Nation district courts, administrative quasi-judicial entities and the Supreme Court. Knowledge of legal terminology. Knowledge of principles and practices of administrative bodies, and trial and appellate court administration, including court and case management systems, court payment processing applications, and archiving applications. Knowledge of modern principles and practices of public court administration, including case management and calendaring rules and procedures. Knowledge of principles and best practices of positive supervision. Knowledge of government budgetary practices, including Navajo Nation procurement policies and procedures, purchasing, contracting, and grants administration. Knowledge of principles and practices of budget and personnel administration. Knowledge of principles of management, administration, supervision, property and personnel management, financial management, case records and file management. Knowledge of Diné Fundamental Law concepts, and Navajo traditional values, customs and teachings. Knowledge of applicable Navajo Nation, state and federal employment laws. Knowledge of the federal, state and Navajo Nation legislative process. Knowledge of trends and developments in the field of court administration and specifically appellate courts. Knowledge of trends and developments in the field of automation and related technology, specifically related to the development of court functions. Exceptional interpersonal and communication skills to motivate employees in meeting common goals. Skill in professional communication and managing highly sensitive confidential information. Skill in exceptional communication with the public and Navajo Nation employees. Skill in communicating in professional settings in highly sensitive confidential matters. Exceptional skill in business and technical report writing. Skill in court administrative program design and management. Skill in establishing and maintaining effective working relationships with judges, attorneys, staff and other agencies and the general public. Skill in delegating, coordinating, training and mentoring. Skill in interviewing and listening techniques used in consulting with justices, management, employees and others in the course of performing job responsibilities. Ability to manage and administer all case types of an appellate case load. Ability to develop and implement processes to support the Court's rule making authority. Ability to oversee and manage a highly complex court environment in conjunction with multiple other offices. Ability to work independently with very little direction and to prioritize and manage time well, organize work in order to meet deadlines of multiple projects and achieve desired work results. Ability to exercise independent judgement, recognize potential problems and take action to resolve matters effectively and efficiently. Ability to analyze, develop, and implement policy and procedural improvements with the Supreme Court. Ability to analyze procedures and determine impact of proposed changes to improve Supreme Court operations. Ability to assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time. Ability to logically analyze complex work flow and resource allocations problems and develop satisfactory solutions. Ability to establish and maintain effective relationships with other Judicial Branch and Navajo Nation departments, subordinate personnel, public officials, and the general public. Ability to use a computer with a variety of software applications. Ability to use automated data management systems. Ability to analyze complex administrative problems and develop appropriate solutions. Ability to plan, initiate, and manage projects from beginning to end, with minimal direction. Ability to effectively carry out difficult and complex assignments requiring considerable independent judgment and initiative with a minimum of supervision. Ability to work safely and support the culture of workplace safety. Ability to analyze trends and developments in the field of court administration, automation and related technology. Ability to follow written and verbal instructions. Ability to communicate effectively, both orally and in writing.

License/Certification Requirements:

Requires a valid state driver's license. Within 90 days of employment, must: 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, and 3) become Financial Management Information System (FMIS) 6B certified. Within one (1) year of employment, must complete either a Certified Court Manager or Certified Court Executive program.

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

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