

CURYUNG TRIBAL COUNCIL - JOB DESCRIPTION

TRIBAL JUSTICE PROGRAM SPECIALIST

JOB OBJECTIVE:

To serve as the Tribal Court Clerk and coordinate tribal justice programs with the Tribal Administrator.

QUALIFICATIONS:

- Ability to provide the Essential Job Results stated below:
- Two years' experience in an office settings and familiarity with office procedures.
- One year experience as a tribal, federal or state court clerk or legal secretary; similar experience may be substituted at the discretion of the hiring committee.
- Proficiency in computer operations, including Microsoft Word and Excel.
- Ability to work the public in a pleasant businesslike manner.
- **Job knowledge / documentation required:** High school diploma / GED and
 - Valid Alaska Driver's License with clean driving record for insurance purposes.
 - Must submit to criminal, credit and character background checks and fingerprinting.
 - No felony convictions or for any crimes of moral turpitude or involving crimes against children.
- **Preferred:** Curyung Tribal Member & Familiarity with local area, people, and culture.

DUTIES & RESPONSIBILITIES:

- Receives, reviews and processes all petitions and actions in Tribal Court.
- Maintains all official records of the Tribal Court and prepares certified copies, as required.
- Works with the Tribal Court, also known as the Judiciary Committee, to calendar (schedule) hearings and provide proper notice to parties, as necessary.
- Works with the Tribal Administrator and Tribal Court to schedule and conduct monthly review meetings.
- Works with the Tribal Administrator and staff to develop programs and services in response to Curyung's Missing and Murdered Indigenous People Community Action Plan.
- Provides administrative support to the Tribal Court and the Tribal Council, serving as the Appellate Court, including but not limited to: ordering and maintaining office supplies, preparing check requests and purchase orders, preparing travel/training requests and arrangements, preparing correspondence, copies and faxes as requested, and maintaining the Tribal Court calendar.
- Works with the Tribal Administrator, Tribal Clerk and ICWA team to coordinate services between the State and Tribal Court systems.
- Prepares Tribal Court minutes, findings, orders, notices and other official documents.
- Compiles and maintains statistical data as needed.
- Attends all sessions of Tribal Court and performs clerk's tasks associated with hearings, including, but not limited to: receiving documents into evidence; scheduling and confirming hearing dates; preparing courtroom with all necessary materials and/or services for participants; preparing and posting a court calendar; provides all court files to Tribal judges in preparation for hearing; as well as attending, recording and clerking all Tribal Court hearings. .
- May work with the Tribal Administrator to arrange for interpreters and pro-tern judges, as needed..
- Serves as liaison with court clerks in federal, state or other tribal courts.
- Notarizes documents for the public as needed.

- Provides reception services for Tribal Court, including answering telephone inquiries and written inquiries, as appropriate; courteously meeting and greeting individuals presenting themselves to the Court; and receiving and filing all paperwork presented to the Court.
- Seek other sources of funding to help support Tribal Justice operations.
- Prepares grant reports, Judiciary Committee reports or other reports, as necessary.
- Agreeing to Tribe's policies on confidentiality, keeping confidential information gained through employment secure, during and after this employment.
- Using excellent communication skills including telephone, computer, person to person, and written communications, including using and developing skills in MS Word / Excel.
- Working with a minimum of errors and performing tasks with minimum of supervision.
- Operating office business machines, i.e., fax, postage, copying and multi-line phones.
- Welcoming new and different work requirements; exploring new opportunities to add value to the Tribe; helping others accomplish related job results as and where needed.
- Working flexible hours as necessary for Tribal Court meetings and or hearings.
- Perform other duties as assigned by the Tribal Administrator.

WAGES & CLASSIFICATION:

DOE - Part-Time to Full-Time

REPORTS TO:

Tribal Administrator

