JOB DESCRIPTION

TITLE: Court Administrator/Project Director

HOURS: 35 hours per week

SALARY: $28.00 per hour

BENEFITS: Full

SUPERVISOR: Elders Judiciary Committee

JOB SUMMARY
This position is a full-time based on BIA funding. The Court Administrator shall be responsible for the administration of all activities and all judicial staff members of the Tribal Judicial System. Responsibilities include monitoring expenditures and meeting with the Chief Judge and Elders Judiciary Committee to ensure that the court budget and grant budgets are maintained within allowed limits, ordering and securing the Tribal Court library, and providing public information. Work cooperatively with the Chief Judge and the Elders Judiciary Committee in the administration of the Tribal Court. Good communication skills, writing skills, and computer literacy are essential.

ESSENTIAL JOB DUTIES:

- General management: to manage and supervision of the Tribal Court Clerk and such Deputy Court Clerks, as may be needed;
- To coordinate the selection of jurors for jury trials;
- To train judicial staff members of the Tribal judicial system in legal procedures;
- To develop a working relationship with surrounding jurisdictions and state and federal courts, and acting as a liaison between the Tribal judicial system and the tribal, local, county, state and federal judicial systems;
- To conduct public relations activities for the Tribal judicial system;
- To secure, administer and monitor compliance for any federal grants or contracts received by the Tribal judicial system and to assist in developing and maintaining the budget for Tribal judicial system;
- To perform the duties of the Court clerk in her or his absence; and
Ensures that all income is properly documented and accounted;
Ensures space security (records and facility) and equipment management of court.
Develops and implements administrative procedures, processes and services for the tribal court system.
Gathers and organizes a compendium of Tribal Laws and Ordinances.
Provides information to the Elders Judiciary Committee with all court related projects and budgets;
To undertake all duties and functions otherwise authorized for the Court Administrator by Tribal law, or necessary and proper to the exercise of a duty or function authorized by Tribal Law.

QUALIFICATIONS:
To perform this position successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

1. Individual must be an enrolled member of an American Indian Tribe.
2. Individual must have a college degree with a combination of field experience and education.
3. Possess supervisory and administrative experience.
4. Must be knowledgeable of federal funding requirements, budgeting procedures, and rules and regulations applicable to a variety of programs and funding sources.
5. Must have the ability to communicate effectively orally and in writing.
6. Computer skills or the ability to learn and utilize office management software applications for word processing, spreadsheets, databases and Internet.

Mashpee Wampanoag Tribe Practices Indian Preference

Send resumes to:
The Mashpee Wampanoag Tribal Court
483 Great Neck Road, S.
Mashpee, MA  02649
Or email
Vivian.Bussiere@mwtribe-nsn.gov