

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applications for the following position:

OPENING DATE: January 19, 2022

CLOSING DATE: Until Filled

Tribal Court Administrator

JOB STATUS:

Title: Tribal Court Administrator

Career Field: Director A

Pay Range: \$25.17-\$38.38 per hour

Classification: Full Time, Exempt

LOCATION:

Penobscot Nation

Tribal Court

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: Bachelor's Degree in related area of study required. Prior experience with Native American tribal courts preferred. Prior knowledge and experience working with State of Maine criminal and civil laws, the Maine Bar Rules and Code of Professional Responsibility and the Maine Rules of Court preferred. Ability and willingness to quickly familiarize self with Penobscot Nation laws, ordinances and Tribal Court procedures required. Three years of experience in accounting, data management and grant management required. Excellent interpersonal, verbal and written communications skills required. Self-direction, organization, motivation and attention to detail and confidentiality required. Demonstrated initiative and the ability to work effectively within time constraints required. Ability to perform financial reporting functions, work independently, take initiative to improve departmental services and computer proficiency required. Ability to maintain harmonious relationships in the department required. Ability to meet and work with the public, including tribal members, members of the Penobscot Nation bar and judiciary, and representatives of the State of Maine required. Minimum of three (3) years of related experience required.

Applicant must speak, write and understand the English language fluently and demonstrates competence in the skills essential to the preparation and maintenance of court records. Experience with recording and transcribing equipment is preferred. Computer proficiency is required. Self-direction, organization, motivation and attention to detail required. Some travel and flexibility regarding schedule as needed is required. Minimum of four (4) years' experience in an administrative work environment required. Indian Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

HOW TO APPLY:

- Apply online at penobscotnation.org/departments/human-resources.
 - Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Tribal Court Administrator

Department: Tribal Court

Reports To: Chief Judge and Tribal Chief

Rate of Pay/Category: \$25.17-\$38.38 / Director A

Status/Term: Exempt, Full-Time (30+ hrs.)

JOB SUMMARY:

Under the supervision of the Presiding Chief Judge, and Tribal Chief, the Tribal Court Administrator plans and organizes functions required to operate, maintain and provide comprehensive Court services. The Court Administrator is responsible for the administrative oversight of preparing court budgets, Grant reporting, insuring court security; overseeing court reports production, public information, and overall administrative management. This position is subject to strict confidentiality rules and procedures of the Judicial System.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Under the supervision of the Presiding Chief Judge oversees departmental staff through conducting regular performance appraisals and in establishing appropriate action and developmental training plans using job descriptions and performance as a guide.
- Directly responsible for all grant reporting. Researches additional funding opportunities for continuation of program services.
- Investigates any reports of neglect of duty by subordinates, developing and administering corrective action as appropriate.
- Accepts client complaints, investigates and takes appropriate action in cooperation with the Human Resources Office and the Tribal Chief, where appropriate.
- Safeguards all client records, and other Tribal Court records and documents, pursuant to any applicable Tribal, State, or Federal law or regulation.
- Provides for the completion of monthly, quarterly and annual reports of departmental activities on a timely basis as required for submission to the Presiding Chief Judge, Tribal Chief and Council and outside agencies.
- Attends scheduled Director Meetings and serves as a liaison between the Judicial System and outside entities.
- Performs all daily management functions for the department including processing of payment authorizations/purchase orders, operation of department within budgetary constraints, maintenance of departmental inventory assets, submission of necessary budgetary modifications in a timely manner, and responding to any audit finding.
- Advocates on tribal, regional, state and national levels for Penobscot Nation services and for changes in tribal, state and federal laws necessary to preserve tribal sovereignty and judicial effectiveness and represents the Penobscot Nation Judicial System on court-related boards and/or committees as appropriate.
- Under the supervision of the Presiding Chief Judge conducts periodic review of court policy, procedures, and structure recommends changes when necessary.

- Provides for adequate training of all court personnel in court and legal procedures.
- Reviews by-laws, procedures and Tribal Ordinances as appropriate.
- Maintains court law library which includes copies of all applicable laws and ordinances and court decisions.
- Assists in the development of cultural/community significant specialized courts, including but not limited to family court, peacemaking, etc. and other courts as deemed necessary.
- Manages information and data processing, space and equipment.
- Promotes community awareness of services available.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs all related duties as required.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

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LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Position requires the following: Ability to sit for more than 2/3 of the time. Ability to lift items up to 10 pounds up to 1/3 of the time. Ability to use hands to type and to take written notes. Ability to hear clearly especially on the phone and through headphones. Ability to see written (typed and handwritten)

at 20 inches or less. Ability to adjust focus easily and quickly between items at 20 inches and less and items located 20 inches or more; and ability to identify and distinguish colors.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request