



HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

VACANCY ANNOUNCEMENT

OPENING DATE:	2/5/2024	CLOSING DATE:	Open Until Filled
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POSITION TITLE: **Tribal Court Manager**

DEPARTMENT: **Tribal Court**

PAY RATE: **\$ 45,000 - \$ 55,000 / DOE**

FLSA STATUS: **Exempt; Full-time**

POSITION SUMMARY

Under the direct supervision of the Tribal Administrator, the Tribal Court Manager will collaborate with the Judge, Court Clerk, and other stakeholders to manage the operations of the Court. The Court Manager will develop, implement, and maintain a court case management system. Will manage court fiscal activity, facilities security, strategic planning, and all financial matters of the court. Will organize, approve, and distribute court calendars, schedules, staff travel itineraries and other relevant correspondence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for developing, administering, and maintaining the Court's annual operating budget.
- Develops and implements procedures, goals, objectives, policies, and work standards, assuring compliance with other court and county policies and procedures; makes revisions as necessary.
- Manages, supervises, and reviews court staff, including temporary employees and volunteers; ensures the prompt performance of duties for efficient operations, including phone coverage, mail, etc.
- Answers and resolves questions or complaints about office administration, case flow management, and correspondence from programs, agencies, and others to assist court staff and judge with support to communicate and resolve concerns and issues.
- Maintains, reviews, and ensures the final case dispositions with supporting forms are accurately written as per judgement on cases.
- Conducts periodic court staff meetings to communicate concerns, issues, information, and/or case staffing.
- Coordinates and reviews the scheduling of cases before the court date for efficient case flow for hearings.
- Coordinate with Judge and Court Staff to set and review cases for hearings; attend meetings about specific issues presented for clarification purposes, contract compliance, and accountability; attend meetings in the implementation and revisions of court policies and procedures, tribal, state, or federal codes; or other issues presented by allied service agencies or programs.
- Supports court staff with communication and coordination with other tribal programs regarding court cases on clients or defendants and/or other issues.
- Ensures the accuracy of all court records and documents; provides for secure storage and

appropriate access.

- Oversees the planning and organization of direct court activities, leads the court's efforts in personnel matters such as staff selection, training, professional development, discipline, and evaluates and reviews employee performance.
- Performs court clerk duties and other duties and responsibilities as needed to ensure consistency.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Tribe with dignity, integrity, and cooperatively in all relationships with staff and the public.
- Knowledge of principles and practices of employee management and supervision, including selection, work planning, organization, performance evaluation and review, and employee training, professional development, and discipline.
- Knowledge of principles and practices of developing teams, motivating employees, and managing in a team environment.
- Knowledge of office management, practices, and procedures in a court setting.
- Knowledge of fiscal management, including budget development and administration.
- Knowledge of legal records management, practices, and procedures.
- Knowledge of applicable laws, codes, and regulations.
- Knowledge of using computer applications involving designing and managing various databases, spreadsheets, and word processing files and developing special report formats.
- Must have the ability to use correct spelling, grammar, and punctuation.
- Knowledge of judicial system, legal practices, and terminology.
- Knowledge of techniques for dealing with individuals from various socioeconomic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Skills in planning, organizing, supervising, reviewing, and evaluating the work of others.
- Skills in training court personnel and cross-training others in policies and procedures related to tribal courts.
- Skills in developing and implementing strategic planning strategies, goals, objectives, policies, procedures, and work standards.
- Skills in developing and administering budget and other fiscal activities.
- Skills in developing effective working relationships and teams, and motivating individuals to meet goals and objectives while providing internal and external customer services most effective and efficiently.
- Skills in understanding, applying, and explaining legal, general office, and administrative processes and procedures to staff and the public.
- Skills in compiling and summarizing information and preparing periodic or special reports to the tribal administration, tribal council, and funding agencies.
- Skills in preparing clear and concise reports, correspondence, and other written material.
- Skills in analyzing and resolving, coordinating work activities, coordinating multiple activities, and meeting critical deadlines.
- Skills in contributing effectively to accomplish team or work unit goals, objectives, and activities.

- Skills in dealing successfully with the public, in person, and over the telephone, often where relations may be confrontational or strained.

MINIMUM QUALIFICATIONS

- An Associates Degree in Business Administration, Public Administration, Administration of Justice, or closely related field; OR
- Three (3) years of administrative or professional experience in a court setting.
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.
- Must successfully pass a drug, alcohol, and background check.

INDIAN PREFERENCE

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the Pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at www.ziapueblo.org. For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.

All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:

BY:

MAIL: 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

IN-PERSON: HR Department

EMAIL: HR@ziapueblo.org (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

FAX: 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: HR@ziapueblo.org