



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Court Manager

OPEN: November 20, 2019

EXEMPT: Yes

SALARY:(10) 28.85-32.32 p/h DOE

SHIFT: Day

LOCATION: Lummi Tribal Court

DURATION: Regular Full Time

CLOSES: December 3, 2019

JOB CODE:

DIVISION: Lummi Tribal Court

DEPARTMENT: Lummi Tribal Court

SUPERVISOR: Chief Judge

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Chief Judge, the Court Manager is responsible for management of day-to-day Lummi Tribal Court operations, programs and services. Duties include financial management; new program or policy development and implementation; implementation of technology applications; security, facility management; and statistical research & analysis. This includes supervisory responsibility for all court staff; and other divisions under the Court, Drug Court Coordinator, Healing to Wellness Coordinator, Guardian Ad Litem, Court Services Officer, and Court Clerk Supervisor.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Supervise overall operations of the Tribal Court including budgeting, staffing, grant management, and administrative decision-making upon approval of the Chief Judge. Manage day-to-day operations of the Lummi Tribal Court, ensure employee compliance with Human Resources and Lummi Indian Business Council policies.
2. Manage, develop and direct reporting staff as directed pursuant to the current Lummi Tribal Court organizational chart.
3. Manage and control court, department, and program expenditures within approved budgets.
4. Ensure that all activities comply with and integrate Lummi Nation Human Resource requirements for quality management, legal requirements, health and safety, security, and any other applicable policies, procedures, rules and standards that may apply.
5. Delegation of administrative authority in the absence of the Chief Judge to sign documents and affect decisions after consultation with Chief Judge or Associate Judge, if unavailable.
6. Manage and maintain contracts and accounts payable for the Appellate and Pro Tem Judges. Assignment of contract attorneys, as well as responsibility for all background clearance and vetting of all practicing attorneys, and Guardian Ad Litem in the Lummi Tribal Court.
7. Assist the Chief Judge in continuing coordination, consistency and maintaining working relationships with other LIBC departments.
8. Oversees administrative duties for all non judicial personnel and reports to Chief Judge.
9. Works with Chief Judge and the Law and Justice Commission to establish goals and strategic plans for the Court. Compiles monthly reports for the Law & Justice commission.
10. Supports the Court and related programs by developing funding strategies and assisting in Grant writing.
11. Establish communication protocols and/or network with Tribal and Non-Indian court professionals i.e. -county, state, and tribal judicial systems. May be required to represent the Lummi Tribal Court

at inter-governmental meetings, forums and conferences, of the request of the Chief Judge and/or Vice-Chairperson.

12. Periodically assist the Court Clerk's department including organizing and evaluating the Court's record filing and archive systems, as well as substituting in with clerking responsibilities when necessary.
13. Coordinate in-house training for the judicial staff and other divisions under the Court utilizing the Human Resource department and LIBC staff.
14. Assist court department supervisors in writing and periodically updating policies & procedures and employee job descriptions.
15. Coordinate with the Court Clerk Supervisor to manage jury trials. Including evaluating, writing and periodically updating jury procedures.
16. Monitor on-going developments in court technology and upon Chief Judge and/or Vice-Chairperson's approval; implement advanced information technology and organization applications when appropriate.
17. Be responsible for development and management of court related projects and programs as requested by the Chief Judge and/or Vice-Chairperson.
18. Maintain strict confidentiality, and maintain high ethical standards for own self. The Court Administrator shall hold all subordinate staff to high ethical standards.

MINIMUM QUALIFICATIONS:

- Associate of Arts degree **OR** exceptional work experience may be substituted; and
- Five (5) years of management/supervisory experience; and
- Four (4) years of work experience (i.e. Court Clerk, Court Administrator, or working in a criminal/legal court system).
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Has previously held a position that required compliance with confidentiality policies. Demonstrated ability to manage confidential information and protect the confidentiality of the Tribal Court.
- Must possess excellent written and oral communication skills and facilitate public and/or group meetings.
- Must have the ability to manage all non-judicial duties pertaining to the Lummi Tribal Court, including delegation of authority to sign documents, letters, and papers to keep the court functioning.
- Demonstrated experience to develop and/or maintain program performance base line measurements to track and report progress of management goals and objectives.
- Demonstrated experience in establishing statistical measures to track court case information.
- Demonstrated experience in working with current computerized case management systems and other court related software and technology, and ability to access information technology operational needs and new software applications. Must be proficient and competent in Full Court computer software administration.
- Be dependable, reliable and trustworthy.
- Must pass the Lummi Nation Bar Association Test and must have working knowledge of the Lummi Code of Laws.
- Be able to work flexible hours when necessary.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must pass a criminal background check and have no criminal law violations or arrests for the past five (5) years.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.