YUROK TRIBE-JOB DESCRIPTION  
Office Manager – Yurok Tribal Court

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Office Manager - Yurok Tribal Court</th>
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<tbody>
<tr>
<td>Job Grade:</td>
<td>10/11</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Location:</td>
<td>Klamath</td>
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<td>Department:</td>
<td>Yurok Tribal Court</td>
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<td>Division:</td>
<td>Yurok Tribal Court</td>
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<td>Reports To:</td>
<td>Court Director</td>
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**POSITION SUMMARY:**

Under general supervision of the Court Director, the Office Manager is responsible for the supervision and coordination of administrative assistants, court clerks, and oversees department administrative operations. This is a key leadership management position and requires knowledge and understanding of Yurok culture, history, and values. This position requires participation and demonstration of engagement and upholding Yurok culture and values as it is essential to the mission of the Yurok Tribe and the Yurok Tribal Court. Responsible for working collaboratively as a team, troubleshoot and work in challenging confidential situations, and demonstrate a positive solution focused demeanor. Provides management of the administrative functions of the department. Oversees, track, and monitor the administrative operations of the department including budgets, complaint process, grant reports, budget development revisions and monitoring, supervision of administrative support staff, tracking of council action items, lead in contract/MOU development, execute court policies and procedures, facility needs, and monitoring of data and compliance. Office Manager is responsible for keeping programs in compliance with Tribal and funding regulations and policies. This position will require the Office Manager to work closely with supervisors and staff to ensure all program activities are in accordance with tribal, program and department regulations along with corresponding policies and procedures. The Office Manager will perform other duties associated with the Yurok Tribal Court, including liaising with Office of the Tribal Prosecutor, Yurok Tribal Police, Yurok Judges, Council Operations, and the Executive Office.

**DUTIES AND RESPONSIBILITIES:**

1. Supervises administrative staff, providing oversight of administrative functions of the office.
2. Selects, trains, evaluates, and disciplines subordinate staff, and addresses performance and personnel problems by presenting constructive plans for resolving performance deficiencies and resolving personnel problems.
3. Prioritize department assignments that align with timelines, goals, objectives, and plans. Develop, implement, Monitor, review and approve subordinate staff work plans.
4. Meets with employees on a group and individual basis to discuss office administration, adherence to personnel policies, and to confer with staff on program needs.
5. Assist administrative assistants and other Court staff with case management and staffing needs, oversee allocation of resources with Director.
6. Develops, revises, and track program budgets in accordance with tribal and funding agency process. Reviews requests to ensure expenditures are in alignment with requirements and regulations.

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7. Collaborates with other management, and staff in setting goals, establishing guidelines, and coordinating the activities of professional and technical staff.
8. Participates in special studies or research projects as assigned by the Department Director.
9. Prepares written correspondence, reports and other documents related to Court programs such as Victim Services, Wellness, and Family Services as directed.
10. Development of policies and operating procedures designed to ensure high quality administrative capability and contract compliance.
11. Plans and develops grant applications per the department’s goals and objectives.
12. Develops and recommends plans consistent with the overall mission of the Yurok Tribal Court.
13. Development and maintenance of necessary systems, equipment, and procedures to assure effective and efficient administration of the department, such as software programs, licensing requirements, and compliance with tribal, state, and federal law.
14. Draft annual department budget with Director, identify gaps in funding and potential grant opportunities.
15. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Office Manager performs the full range of supervisory duties and responsibilities which includes assigning, developing, training, supervising, and evaluating program staff and their work. Assists in the review and makes recommendations on personnel actions such as employment, retention, promotion, and termination.

MINIMUM QUALIFICATIONS:

• Two years of Supervisory Experience
• Have experience developing and managing budgets.
• Experience applying for and tracking grant funds.
• Familiarity with the Yurok Tribal Code and Tribal Court processes.
• Demonstrated experience and understanding of case management, confidentiality laws and practices, and general functions and responsibilities of a legal office.
• Knowledge and skills in the principles of supervision, training and instructional methods and techniques.
• Ability to exercise sound judgment when organizing, directing, prioritizing and assigning activities including selecting, training, supervising, evaluating and disciplining subordinate staff.
• Demonstrated strong computer skills with three plus years using Microsoft Office or similar software and including a strong working knowledge of automated database systems such as MS Access or similar database.
• Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values and be willing to learn and participate in community and cultural events.
• Be able to follow and sign professional code of ethics and conduct.

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• Must have experience and be proficient in Excel and other software budget tracking programs.
• Valid State issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.

EDUCATION/EXPERIENCE:

Bachelor’s Degree or five (5) to six (6) years of supervisory experience in administration of an office, and familiarity with court and legal processes.

Equivalent combinations of education and experience may be considered.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.

LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:
• Close vision (clear vision at 20 inches or less).
• Color vision (ability to identify and distinguish colors).
• Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
• Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ____________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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