



Yurok Tribe

Job Description

JOB TITLE:	Court Administrative Attorney		
JOB GRADE:	13	REPORTS TO:	Court Director
STATUS:	Exempt	LOCATION:	Klamath
DEPARTMENT:	Tribal Court	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$94,099.20 - \$122,761.60		

POSITION SUMMARY:

Under the general supervision of the Court Director, the Administrative Attorney will assist in the planning, directing, and administering of Tribal Court Services. The Administrative Attorney will participate in the overall planning, development, and implementation of the Tribe's short- and long-term goals as they relate to the Tribal Court and the services provided therein. The Administrative Attorney is responsible for maintaining and improving the delivery of assigned Tribal Court Services including the management of projects and supervision of staff. The Administrative Attorney works closely with the Yurok Tribe Chief Judge, Associate Judge, Court Director, Supervising Staff Attorney(s) and Court Program Managers.

DUTIES AND RESPONSIBILITIES:

1. Responsible for assisting the Court Director when requested in the administrative supervision of the Tribal Court staff members consistent with Yurok Tribe's personnel policies, procedures, and generally accepted practices. That supervision includes but is not limited to annual performance evaluations, developing training programs as needed, insuring adequate staffing, distribution of work, etc.
2. Accountable for the administration of assigned Court budgets, including but not limited to, the development and submission of annual budgets, project development costing, forecasting of expenses, and related budgetary duties.
3. Collaboratively interact with the Chief Judge, Associate Judges, and various other officials and community groups, including the Justice Advisory Board.
4. Accountable for collaboratively drafting, editing, formatting, and submitting reports to the Tribal Council, community committees, and funding agencies as required or when requested by the Court Director.
5. Collect statistical information needed to manage operations for presentation as required or requested.
6. Provides legal advice, counsel, and assistance to the Yurok Tribal Court in relation to its duties and the operation of the Court and its programs, projects, and services.
7. Provide opinions on drafts, documents, and policies, and attend meetings concerning the Court.
8. May appear in court hearings to represent the concurrent jurisdictional positions of the Tribal Court.
9. Development of program service work plans and formulating procedural activities.
10. Assist with Yurok Tribal Bar oversight and administration.
11. Assist with reviewing rules, legislation, ordinances, and proposals where necessary to further the goals of the Tribal Court.
12. Draft and maintain the Judge's Bench guide and training guides for tribal court staff.
13. Ensure Court Forms and Self-help Guides are created and maintained as necessary and available to the public.
14. Maintain and update the Tribal Court website with the assistance of the Court Director.
15. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Grade 13: Admittance to the California Bar, and three (3) years of specialized experience. Must take and pass the Yurok Bar within six (6) months of employment. Two or more years of supervisor/management experience preferred.
2. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
3. Candidates with equivalent combinations of education, training and experience will be considered.

MINIMUM QUALIFICATIONS:

1. Requires working knowledge of the functions of Court Services: Wellness, Family, Civil, and Criminal courts.

Yurok Tribe Job Description

2. Demonstrated knowledge of the Indian community, its organization, and needs.
3. Demonstrated knowledge of the goals of the Tribal Court and related services.
4. No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions, or bar ethics violations or on-going ethical violations.
5. No findings of a breach of bar ethics. If any bar association of any jurisdiction has or is initiated discipline procedures against the Candidate, the Candidate must disclose if such action has occurred or is pending review.
6. Must accept confidentiality as a strict condition of employment.
7. Able to pass background checks and be bonded when bonds are required.
8. Must be proficient in operating various computer-based programs (i.e., MS Word, Excel, etc.)
9. Demonstrated ability to communicate effectively, both verbally and in writing at various levels of interaction ranging from individuals, community-based organizations to government entities.
10. Qualified Indian Preference Applies.
11. Ability to communicate effectively, both orally and in writing.
12. Must have transactional experience i.e., drafting of legal opinions and legislative drafting, etc.
13. Experience in Administrative hearings, two (2) years preferred.
14. Experience in Court Hearings (Tribal Court preferred).
15. Indian law experience required (through education or practice), Yurok Tribe preferred.
16. Experience with writing grants and implementing grant-funded programs.
17. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities for assigned court staff. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develop work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work matters. Develops departmental staff career development plans designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion, and termination.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol 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.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

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, use hands and fingers, handle, or feel. Employees will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:

Yurok Tribe Job Description

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. 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 and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date

