



Judicial Branch of the Crow Tribe

CROW TRIBAL COURT

P.O. Box 489 Crow Agency, Montana 59022
Telephone: 406-638-7400 Fax: 406-638-7415

NOTICE OF AVAILABLE POSITION

Court Administrator

Summary: Under the direction and supervision of the Chief Judge, the Court Administrator ensures the effective and efficient operation of all non-judicial operations of the Crow Tribal Court and the Crow Court of Appeals, in order to support and promote the administration of justice. The Court Administrator supervises and manages all Court programs which are not directly related to the judicial decision-making function of the Court including Criminal, Civil, Juvenile, and Probation Departments, and any grant or cooperative programs with other agencies or organizations.

PRINCIPAL DUTIES: Subject to authorization and/or approval of the Chief Judge, the Court Administrator plans, directs, and reviews all non-judicial activities and operations of the Judicial Branch, including, but not limited to personnel and property management, contracts and compliance, budgeting, grant application and reporting, overseeing files, records, and technological systems/infrastructure, planning, and representing the Judicial Branch in interactions with outside entities/persons.

MINIMUM QUALIFICATIONS:

Education & Experience: Graduation from an accredited four-year college with a degree in Business Management, or similar field related to the duties required of this position, **AND** at least five years of experience in the operations of a complex organization, including supervisory, administrative, and technical skills involved in the management of a professional office, **OR** be able to demonstrate an equivalent combination of education and experience.

Knowledge: Must have demonstrated knowledge of budgeting procedures, basic accounting, federal funding requirements, records management, and management of personnel. Knowledge of and/or experience with court operations and the criminal justice system. Must have, or be willing to acquire, knowledge of the laws and procedures of the Crow Law and Order Code. Experience in grants management a plus.

Skills: Supervisory skills are essential to this position. Must have excellent computer skills, including a working knowledge of smart phones and the general Microsoft Suite programs for word processing, spreadsheets, databases, PowerPoint presentations, and related programs/functions. Must have excellent communication skills, both orally and in writing; including by email and text.

Abilities: Must have the ability to develop effective working relationships with tribal, federal, state, and other entities, programs, and staff. Must be able to multi-task and work well under stress. Must be able to prioritize workload, meet deadlines, and request assistance, when necessary. Must demonstrate high moral character and integrity. Must be bondable. Must be able to successfully pass a personal and criminal background check. A history of arrests may disqualify the applicant whether the arrests led to convictions or not. Must have a valid state driver's license and successfully pass a pre-employment drug screen.

PREFERENCES: Pursuant to the Crow Tribal Workforce Protection Act, and Personnel Policies and Procedures, qualified Crow Tribal Members/Indians and Veterans are entitled to receive preference. Knowledge of the Crow language is preferred, but not required.

COMPENSATION: Dependent upon qualifications.

CLOSING DATE: Open until filled. First review of applicants will be held on Wednesday, February 27, 2019.

HOW TO APPLY: Submit the following documents to the Chief Judge of the Crow Tribal Court at P.O. Box 489, Crow Agency MT 59022, **OR** email them to DOldCoyote@crowtribalcourts.org:

1. **Cover Letter** – Should validate the applicant’s ability to express ideas and convey information effectively. Telephone calls are not accepted in place of an employment application or letter of interest.
2. **Completed Application or Resume** – including three references; and
3. **Supporting Documentation** – This Position requires a driver’s license, and education or professional credentials.
 - a. The applicant must submit copies of certificates, licenses, degrees and other supporting documentation.
 - b. Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge from any branch of military service are entitled to receive preference points during the interview process.
 - c. To verify Indian Preference, tribal member applicants must provide a copy of their tribal enrollment card.

Applicants who submit incomplete applications/supporting documents/other required materials will not be considered