



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

JUDICIAL SERVICES DIRECTOR

Position Description

Opens: October 20, 2020 Closes: November 10, 2020			
Department:	Judicial Services	Reports to (title):	Executive Director
Job Code:	EX-17	Job Location:	Bois Forte Tribal Court - Nett Lake, MN
Pay Range:	Min: \$59,362.55 (\$28.54) Mid: \$79,150.06 (\$38.053) Max: \$98,937.58 (\$47.566)	Supervises:	Court Clerk, Probation Officer
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2016
		Revise Date:	10/19/2020

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Judicial Services Director is responsible for the effective and efficient management of all administrative matters of the court including, but not limited to: calendaring, case flow management, space and planning, budgeting preparation, compliance monitoring, supervision and management of court personnel, updating and researching court codes, overseeing court reports, public information, and ensuring court documents are processed and filed effectively. The Judicial Commissioner is also responsible for overseeing the process of providing legal defense services to indigents with felonies.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Plans, programs, assigns, and reviews the work in a manner conducive to efficient performance and high morals.
2. Prepares budgets, writes proposals, and interprets financial reports.
3. Monitors all activities of the judicial contract.
4. Coordinates task forces and communities related to Bois Forte Tribal Court activity.
5. Renders assistance to the judge, prosecutor, police, wardens, and all other attorneys.
6. Receives monies for fines and sale of confiscated materials; receipts same and deposits to accounts; keeps accurate records of all items and materials received.
7. Manages the court docket and oversees the management of Court calendars; schedules all court hearings.
8. Develops Court policies and procedures as required.
9. Renders help and assistance to all who need information from Tribal Court.

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10. Administers court budget and monitors expenditures.
11. Manages and oversees activities of the Court's administrative staff.
12. Performs all daily fiscal operations, such as review of requisitions for supplies and equipment, travel authorizations, etc.
13. Supervises all Tribal Court Staff (excluding Judges).
14. Ensures Band's compliance with Adam Walsh Act.
15. Prepares reports of court cases.
16. Performs other job related duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One to three years demonstrated supervisory experience in an office or courtroom setting |
| Education: | <ul style="list-style-type: none">• Bachelor's degree in the field of Judicial Administration, Public Administration, Business Administration, or five years of experience in a responsible management position |
| License/Certification: | <ul style="list-style-type: none">• None |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Management ability, demonstrated by substantial experience in progressively responsible management positions in government or the private sector.• Experience in modern business and management techniques, including use of automatic data processing.• A demonstrated capability to plan and conduct activities focused on improving court management, and the ability to prepare recommendations and implement them when approved.• Effective communication skills – both written and oral.• The ability to maintain proper relationships with other court, state and federal government officials and the public.• The ability to conduct meetings and to communicate clearly in writing with the judges of the courts, representatives of government agencies and the public.• Creative leadership, planning ability and organization skills, initiative, decisiveness, dedication to make significant contributions to productive changes in operating methods.• No felonies, misdemeanors, or serious traffic offenses in the past year and access to own transportation and have proof of insurance.• Ability to organize work efficiently and effectively.• Knowledge to comprehend intricacies of laws, codes, regulations manuals, and technical materials.• Ability to assess situations and make independent and sound decisions.• Able to attend training sessions and meet required standards.• Knowledge of computers and all office equipment.• Must be on call days, nights, and weekends.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk. |

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- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Knowledge and experience working within a Tribal Judicial Court setting. Knowledgeable in Tribal criminal law and procedure.

WORK ENVIRONMENT

- Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Simona Benner 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, sibenner@boisforte-nsn.gov . Applications received after the closing date will not be accepted.