

JOB OPENING ANNOUNCEMENT

Job Title: Court Administrator

Report To: Chief Judge

Department: Judicial Branch

Job Vacancy: YAN-25-19

Status: Full-Time/ Exempt

Starting Wage: 24.50 Per Hour

Opening Date: February 18, 2025

Closing Date: March 3, 2025

POSITION DESCRIPTION:

The Court Administrator provides administrative services and ensures the proper operation of the Yavapai-Apache Nation Judicial Branch.

QUALIFICATIONS:

- High School Diploma or GED.
- Must have good verbal and writing skills. Excellent communications skills required.
- Excellent clerical skills and ability to work well with others required.
- Requires a minimum of two (2) years administrative experience.
- Requires a minimum of two (2) years court clerk experience.
- Supervisory/personnel management experience required.
- Prior experience in court procedures strongly preferred.
- Some advance legal training and college preferred. Law enforcement training or work experience, a plus.
- Must have good PC skills in Microsoft Word, Word Perfect, Microsoft Excel, Windows, Quicken and Access.
- Must never have been convicted of a felony, or convicted of 2 misdemeanors within the past year.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Basic bookkeeping experience, i.e., accounts payable/receivable, bank reconciliations, and property management.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Manage, supervise and evaluate judicial support staff on day-to-day office functions, establishes work procedures, to ensure a smooth and efficient operation as pertains to telephones, mail, leave, etc.
- Responsible for personnel functions: prepare information for new employees and instruct them in Judicial Branch office procedures, answer/resolve questions pertaining to office administration
- Maintain accurate, complete court records, and appropriate office work flow, responsible for case management
- Maintain and schedule court activities, calendaring for court and judges
- Develop and implement court policy and procedures
- Develop, administers and effectively manages judicial budget
- Maintains statistics for the judicial branch
- Provides reports to all necessary agencies, departments and the Nation
- Act as purchasing agent, liaison between vendors and Chief Judge, handle detail relating to ordering supplies, deal with vendors, receive, write, and/or edit specifications to conform with Nation's policy. Prepare invitations to bid.
- Maintains supplies and office equipment
- Responsible for accounts payable, accounts receivable, bank reconciliations
- Prepare quarterly reports for submission funding agencies. Assist Chief Judge in the preparation of the budget and financial reports. Monitor line items of the budget to ensure compliance, prepare modifications when necessary
- Responsible for weekly payroll by checking time cards, compiling information for check preparation and posting leave
- Provides court clerk duties and support for the judicial branch
- Responsible for travel arrangement for staff and judges
- Responsible for grant writing for judicial branch
- Serve as liaison between departments such as attorney general, social services, law enforcement, others and the Tribal Court
- Supports and interfaces with other employees and tribal members
- Conducts, attends, and interacts in meetings with the Nation personnel, other public agencies and the public
- Maintains and provides training for staff
- Maintains a positive working relationship with other tribal employees
- Participates on various Nation work groups and is responsible for team work in the judicial branch

Physical Requirements

The employee must occasionally lift and/or move objects weighing up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands and finger, handle or operate objects, tools or controls, and reach with hands and arms. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

