



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Traditional Court Director

Open Date:

**October 2, 2017
Reposted 10/9/2017**

Position Objective: This position will be working with a grant to develop and implement a Traditional Court here on the Spirit Lake Reservation. The Director will also conduct research and draft documents needed for the programs implementation. Will analyze current Traditional Court plans and make changes within the limits of current funding. Program fiscal responsibilities will include interpreting financial reports generated from Spirit Lake Tribal Finance Office. Provides monthly, quarterly and annual reports to the Tribal Council & BJA to ensure compliance with BJA FY 10 CTAS Purpose Area 3: Tribal Court Assistance Grant. Provides oversight to Data Entry Clerk funded under grant.

Major Duties & Responsibilities

- To develop and initiate the process of the Spirit Lake Traditional Court.
- To form the Traditional Court Development Team consisting of community members. Guides team planning for court policies, procedures and any necessary laws for the Traditional Court. Emphasizing traditions and values of our Dakota Culture.
- Schedule and host meetings on a bi-monthly basis with the Traditional Court to meet compliance of the grant.
- Conduct research on any issues that are relevant to the goals and objectives of the Traditional Court grant. The Coordinator will also be responsible for drafting the documents needed, including but not limited to statistics/data and monthly reports needed for the process of the Traditional Court.
- Works with Judges, staff and other officials to ensure the effective and efficient operation of the courts administrative and procedural systems.
- Responsible for referring, managing and scheduling the cases, including all case files that are heard in the Traditional Court. Coordinate with other programs and agencies for case referral before and after Traditional Court Process.
- Prepare and submit all required reporting per the program in a timely manner; federal, tribal and/other financial and progress reports.
- Understand the BJA FY 10 CTAS Purpose Area 3: Tribal Courts Assistance Grant; general knowledge, rules & regulations, allowed and un-allowed costs, reporting requirements, etc.
- Interact with the director and/or monitor as needed to communicate the current financial situation or any financial or administrative concerns. Document this meeting and retain in the file.
- Organize all financial & administrative information regarding the program into a folder. The folder must contain but not limited to; grant agreement, modifications to the grant, budget, letters, memorandums or emails, reports required per the grant.
- Will maintain sensitive and confidential information; use tact discretion and diplomacy in dealing with sensitive situations and concerned people, outside legal counsel and public.

- Respects and complies with the laws and procedures which promote public confidence in the integrity and impartiality of the judiciary and offices of the entire court staff.
- Interacts and communicates regularly and consistently through meetings and discussions with judges, prosecutors, committees and staff regarding administrative issues and concerns.
- Provides prompt information and prompt responses to inquires' from public and from all people involved with the Traditional Court Process in person, over the telephone and via e-mail communication.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of courtroom procedures and policies.
- Knowledge of legal terms and general and specific legal forms, documents and procedures used in legal practice and proceedings; legal references, materials and their contents and correct forms of citation; basic court rules and requirements used in legal practice and proceedings; office administrative practices and procedures including record keeping and filing; principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation; uses operational standard legal and business software including word processing and database management software.
- Provides security for all files, documents and materials, files or in the custody of the Tribal Courts and insure they are not removed from the offices of the Judicial Clerk and the Tribal Courts and except upon specific instructions of a Judge of the Tribal Court or the Court Administrator. Tracks all files with a document signing out a file.

Qualifications, Experience, and Education required:

- Must be of high moral character and integrity. Must not have been dishonorably discharged from the armed services.
- Must have a valid North Dakota driver's license and adequate transportation. Background check will be conducted. Must have no felony convictions.
- Preference of a two-year degree from an accredited college or university emphasis on Indian Studies or other relevant field of study that addresses knowledge of Dakota culture, traditions and/or language.
- One to two years' work-related experience is acceptable.
- Must be dependable in following objectives.
- Must be punctual.
- Must maintain strict confidentiality.
- Must be familiar with the Spirit Lake Tribal Law and Order Code and Spirit Lake Children's Code.
- Must have ability to assume duties of other Clerk's when assigned or necessary.

<u>JD: TC06222017</u>			
Job Role:	Director	Company Industry:	Traditional Court
		Closing Date:	October 23, 2017
Employment Status:	Full- time	Supervision	Tribal Council
Monthly Salary Range:	DOQ	Manages Others:	Yes
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept.	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		