



Job Title: JUDICIAL ASSISTANT

Department /Office: Hopi Tribal Courts

Reports to Whom (title): Chief Judge / Court Administrator

Salary / Hourly Range: 35

Job Classification Code: 8810

Level of Background Check: 1B

FLSA Status: NON- EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

PD Revised: 01/16/2015

JOB DESCRIPTION:

This position is responsible for providing highly skilled administrative & technical support for Judges and judicial branch staff, monitoring the day-to-day administrative functions, special project assignments/activities and conducting research work in support of the Chief and judicial branch staff. Performs work involving knowledge of legal procedures, principles, forms and terminology.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Serves as a lead judicial administrative support staff; keeps supervisor abreast of matters affecting administrative functions and activities; coordinates and monitors routine office operations and special projects, develops & demonstrates continuous effort to improve operations, streamlines work processes and works cooperatively with others to provide quality seamless customer service.
2. Exercises supervisory responsibilities over subordinate staff within the office in order to efficiently complete work assignments; instructs & train staff regarding work assignments, procedures, methods & techniques; establish performance standards; monitor work progress and evaluates performance; and initiates personnel actions as necessary.
3. Serves as the judicial liaison for the branch by answering, directing and responding to incoming calls from the legal community, the public, and court staff. Performs research necessary to answer inquiries or resolves problems and/or complaints.
4. Prepares, maintains and submits inventory reports as required on all equipment purchased by all funding sources.
5. Establishes and maintains an effective and efficient records management system, ensuring confidentiality of sensitive/restricted information/documents; maintains records in compliance with Tribal, Federal and State regulatory policies and procedures; develops processes & procedures for internal records management controls.
6. Process and coordinate personnel documents with staff and Department of Human Resources.
7. Prepare drafts, finalize and distribute all correspondence, memoranda, reports, judicial administrative orders, proposed action items/resolutions, etc., for supervisor's review and submittal to Tribal, Federal and State agencies; conducts follow-up monitoring activities.
8. Coordinates and administers the Hopi Tribal Court Bar Association membership; process new, updates or renews applications; provides orientation & assistance to attorneys and lay-counsels/advocates, etc., regarding membership requirements and court procedures, periodically reviews membership files to determine continued participation, i.e., member credential documents, filed complaints, membership expiration/renewal, fee payment status, etc., and files complaints registered against members in member file.
9. Represents the Chief Judge and Court Administrator, when delegated, in management meetings with internal court/office personnel, Tribal officials and administrators, outside agency/organization representatives, sales representatives/vendors and the general public.
10. Provides assistance to litigants and defendant and their legal representatives, law enforcement personnel, case witnesses, etc., regarding court rules and procedures, administrative judicial policies, procedures, processes and practices; maintain calendar of events for court, provides Public Notary Services for court customers.
11. Established and maintains an updated informational resource center of Tribal, Federal and State laws and regulations, regulatory policies and procedures, case laws, case decisions, etc., for use by court staff and the public; publishes court operational and judicial administrative policies and procedures for court staff use and public dissemination; and conducts research for Judges regarding Hopi case law or related legal issues. Updates the court website site on a periodic basis.
12. Performs other related duties as assigned and authorized to achieve objectives.

PERSONAL CONTACTS:

Contacts are with the employees within/outside the immediate work unit, supervisor, Judges, Attorneys/Advocates, Tribal, State, and Federal law enforcement officers, Prosecutor's Office and the general public. The purpose of these contacts is to coordinate work efforts, provide assistance / advisement, exchange factual information and develop a network of resources. Some contacts may presents themselves as uncooperative or have difficulty in conveying information.

PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a judicial office setting, requiring normal safety precautions typical of office/meeting rooms and working around office equipment and machines. Work may at times extend beyond the normal work hours, evening, holidays and weekends. Occasional travel on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education: Associates Degree in Business or Public Administration, supplemental by coursework including civil law, legal terminology or related subjects from an accredited college/technical school;

AND

- B. Experience: Six (6) year's work experience performing advanced administrative work in a judicial setting, preferably with a tribal government, problem-solving and records management; and two (2) years of supervisory experience;

OR

- C. Any equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge:

- Working knowledge of governmental cuff-accounting, practices & methods
- Working knowledge of court operations, case management and filing systems
- Knowledge of transactional law and relation application to tribal court jurisdictions
- Knowledge of criminal and civil law practices and legal terminology
- Knowledge of applicable Tribal and federal laws, regulations, etc.
- Knowledge of legal terminology and processing documents
- Good knowledge of human resource management
- Knowledge in management software application, i.e. word processing, spreadsheet database, etc.

B. Skills:

- Excellent skill in verbal and written correspondence
- Excellent skill in organization and coordination
- Excellent management and supervisory skills
- Excellent skill in human and public relations (customer service)
- Good Skill in researching

C. Abilities:

- Ability to exercise sound independent judgment and professionalism in carrying out duties
- Ability to interpret statutes, codes, ordinances and policies
- Ability to supervise, plan, organize and direct the work of other
- Ability to handle and coordinate a variety of administrative functional responsibilities
- Ability to explain budgetary problems in simple non-technical language
- Ability to multiple tasks simultaneously in a flexible and efficient manner
- Ability to maintain sensitive and restricted information, documents, records, etc., in accordance with applicable laws, regulations and policies
- Ability to establish and maintain a professional & productive working relationship with judges, other agencies, the general public on the basis of Hopi values (Kyavtsi, Sumi'angwa, Nami'angwa, Hita'angwa, Pasi'angwa, etc.)

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course
2. Must complete & pass a sensitive background investigation & fingerprint check in accordance with Hopi Tribal Policy.
3. Must have no felony convictions.
4. Must have no misdemeanor convictions at the local, state or federal level within the past twelve (12) months of application.
5. Must not be on probation.
6. Possess or be eligible to obtain a Notary Public Commission.

DESIRED:

1. Speak and understand the Hopi Language