



JUDICIAL ASSISTANT

Hopi Judicial Branch

Reports To: Chief Judge
Salary/Hourly Range: 38
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 09/10/2021

INTRODUCTION

This position is responsible for providing 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. Immediate supervision is under the Court Administrator with final reporting duties to the Chief Judge.

The work includes duties involving unrelated and related processes and methods. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires making decisions concerning such things as the interpretation of data, planning of the work and refining the methods and techniques to be used.

The incumbent is under general supervision and line authority of the Chief Judge. The incumbent and supervisor, in consultation, establish the objectives and timelines. The incumbent uses knowledge of the judicial, court & office systems to carry out functional responsibilities and duties independently and seeks supervisor's assistance/advisements independently, resolving conflicts, which may arise. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

Contacts are with the general public, employees within the immediate work unit, with other tribal employees outside the immediate work unit, with personnel of other agencies and private & private sector business/organizations. The purpose of these contacts is to coordinate work efforts, provide assistance / advisement, exchange factual information and develop a network of services.

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) Establishes and maintain an effective and efficient records management system ensuring confidentiality of sensitive/restricted information/documents; maintain records in compliance with Tribal, Federal and State regulatory policies and procedures; develops processes & procedures for internal records management controls.
- 2) Prepares, maintains and submits inventory reports as required on all equipment purchased by all funding sources.
- 3) Process and coordinate personnel documents with staff and the Office of Human Resources.
- 4) Prepares drafts, finalize and distribute correspondence, memoranda, reports, judicial administrative orders, proposed action items/resolutions, etc. for review and submittal to Tribal, Federal and State agencies; conducts follow-up monitoring activities.
- 5) 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.
- 6) 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 scheduled events for court.
- 7) 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 on a periodic basis.
- 8) Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PHYSICAL EFFORT & ENVIRONMENT

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

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

AND

Experience: Six (6) years work experience performing advanced administrative, legal & technical duties in a judicial setting, preferably with a tribal government, problem solving and records management, which includes two (2) years of supervisory experience;

OR

Equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- Excellent skill in verbal and written correspondence.
- Excellent skill in organization and coordination.
- Excellent skill in human and public relations (customer service).
- Excellent multi-tasking skills.
- Good Skill in researching.
- Ability to exercise sound independent judgment and professionalism in carrying out duties.
- Ability to interpret statues, codes, ordinances and policies.
- Ability to supervise, plan, organize and direct the work of others.
- 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 contacts and the general public on the basis of Hopi values (Kyavtsi, Sumi'nangwa, Nami'nangwa, Hita'nangwa, Pasi'nangwa, etc.).

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not be on probation.
- 7) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.