



## JUDICIAL BRANCH

### COURT ADMINISTRATOR

**INTRODUCTION:** The Hopi Tribe is a government organization acting on the authority of the Hopi Constitution. The Tribe acts through the Hopi Tribal Council that establishes and enacts laws and policies which enable it to establish courts to govern and protect the sovereignty of the Hopi Indian Tribe. The Court Administrator shall serve as the administrator for the Hopi Judicial Branch to provide administrative services to the Hopi Judicial Branch and public on behalf of the Judicial Branch of the Hopi Tribal Government.

**DUTIES:** (The following examples of duties are intended to be illustrative only and should not be viewed as all inclusive or restrictive)

1. Oversees and manages the administrative functional units and public service programs/projects under the Hopi Judicial Branch, providing leadership, vision and strategic direction in the development, implementation, operation, maintenance and control of essential day to day administration including but not limited to business, communication, information and operational support systems. Maintains close communication and working relationship with the Chief Judge (supervisor) and other judges on all decisions affecting the overall strategy and established operational plans of the Hopi Judicial Branch.
  - a.) Primary responsibilities include...
    - Development and implementation of strategic & operational plans, goals & objective (critical pathways), quality & regulatory standards, administrative policies & protocols, management systems & controls, acquisition of supporting budgets (includes cost estimating/projections & budget amendments/modifications), etc.;
    - Review and approve projects involving major operational function changes within the organization's mission, scope of responsibilities and obligations;
    - Assessment and implementation of new management systems and major modifications to existing systems, i.e., introduction to new technology concepts & associated hardware & software programs, etc.;
    - Supervision, mentoring, training and evaluation of senior management staff;
    - Generating operational and management reports.
  - b.) Principle accountabilities include...
    - Cost effective development, establishment and maintenance of administrative services and management systems which enhances quality & production, competitiveness, results and compliance with Judicial Branch policies and Tribal Management policies, procedures and practices, including provision of effective controls;
    - Development and timely submission of funding proposals for new projects or for enhancement of existing functions and services; (include grant writing and to find and secure funding), effective & compliant management of financial, business and administrative transactions;
    - Correct interpretation, implementation, maintenance of the Judicial Branch and organizational policies, procedures and practices including provision of effective controls and audit capabilities;
    - Acquisition of skilled staff, training resources necessary to meet functional obligations, timely submission of employee performance plans & evaluation reports and employee training;
2. Works closely with the Chief Judge and other judges to develop, periodically review, revise and implement the Judicial Branch mission and strategy; establish and maintain an effective organizational structure and staffing plan; review and make recommendation for approval of all proposed functional and staffing charts under the Judicial Branch to the Tribal Chairman/CEO for purpose(s) of uniform growth and overall

efficiency; refers other proposed structural changes to the Hopi Tribal Council for review and action with specific rationale and recommendations.

3. Conducts surveys, studies, research, etc., to analyze, assess and respond to the identified community needs; conducts public meetings to disseminate information and /or solicit input on new developments, changes in public services, Judicial Services programs effectiveness and efficiency, etc.; conduct staff management meetings to discuss progress, problems/solutions barriers/opportunities and to share innovative ideas and approaches for provision of quality services and to gain valuable knowledge and skills in working with public and services programs.
4. Develops and implements Judicial Branch administrative policies and procedures and protocols for guiding the administration of organizational operations and for implementation of goals and objectives, including benchmarks and measure of accountability to ensure production, proper timelines, effective and efficient delivery of services, expenditure controls, etc.
5. Conducts evaluations and assessment of administrative operations to determine compliance with applicable Federal, State and Tribal Laws, rules and regulations, policies and procedures, etc., and to ensure service outcome meet established goals and objectives and quality standards.
6. Serves as direct line supervisor to the Judicial Branch's administrative functional unit supervisors and program/project administrators, and obtains maximum utilization of their services by clearly defining their responsibilities and duties, establishing performance plans, conducting periodic and timely performance reviews and evaluations, providing appropriate mentoring/coaching and training, and taking appropriate follow-up actions as necessary; provides guidance on matters of regulatory and policy compliance, program goals and objectives, budget allowance, publication and legal responsibility; reviews and approves internal administrative agreements and commitments under the department in accordance with established policies.
7. Collaborates and works cooperatively with other Hopi Tribal officials/administrators, Federal and State agencies, village leaders/CSA's and outside public service agencies/organizations representatives to improve provision of customer services and to enhance quality standards; develops, implements and maintains management and service networks/linkages with other service providers, i.e., cooperative management agreements, referral systems, etc; develop, establish and implement management concept of consolidated (one-stop customer service programs).
8. Ensures the Chief Judge, other judges and Hopi Tribal Council (and its officers) are fully informed of the conditions and progress of the Judicial Branch's planning activities and administrative operations including all important factors influencing them; and provides professional advice and guidance on matters of importance.
9. Performs other related duties as assigned or authorized by the Chief Judge and other judges in order to meet the Judicial Branch and Tribal Council objectives.

**COMPLEXITY:** The work consists of varied duties requiring the skillful use of many different and sometimes unrelated processes and methods applied to a broad range of activities and always involving substantial depth of analysis. Assignments are characterized by their breadth and required intensity of effort and often involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to understand and determine the nature of and the scope of the problems and alternative recommended solutions.

**SUPERVISION RECEIVED:** The employee is responsible and accountable directly to the Chief Judge and other judges and indirectly to the Tribal Chairman/CEO for the development and implementation of the Judicial Branch administrative operational plans, short and long term goals and objectives. The employee works under the general day-to-day oversight and supervision of the Chief Judge and other judges who sets the overall direction/objectives and determines and assigns available resources. The employee is in consultation with the supervisor develops policies, projects, priorities, deadlines and work standards to

guide the pursuit of tribal objectives. The employee is responsible for planning and carrying out the assignments 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.

**PERSONAL CONTACTS:** The employee maintains frequent contact with the Judges, Judicial administration staff, Tribal Directors and supervisors, Tribal Chairman/CEO and staff, and occasional contact with the Hopi Tribal Council, Tribal and Village Officials and staff, Federal and State agencies, and other public/private organizations and personnel, the general public, and funding agency representatives. The purpose of these contacts is to exchange information related to planning, coordination and project management/assessment, and building mutually beneficial professional relationships.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education : Master's Degree in Court Administration, Business/Public Administration, or closely related field;

AND

B. Experience: Eight (8) years of professional level planning & management experience at managing the operational function of Tribal, State, Municipal Courts, including the development & establishment of management systems, i.e., program planning & evaluation, funds development (grant proposal writing), contract administration, human resources & financial management, telecommunications & computer network systems, customer service, etc.

OR

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

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Comprehensive knowledge in strategic planning, organizational development, development of new programs, assessment of effectiveness and implementation  
Working knowledge of program planning and management, i.e., principles, practices, techniques and regulations as applicable to Court Administration/Judicial Services  
Good knowledge of and appreciation for American Indian culture & traditions as applicable to public services  
Extensive knowledge of business & project management principles, practices, and administrative procedures  
Working knowledge of effective leadership, mentorship and supervisory principles, practices, methods, techniques, etc., conducive to establishing and maintaining a motivated & proactive management team  
Working knowledge of human resources & financial management  
Good knowledge of MIS management systems and associated hardware/software technology  
Good knowledge of Tribal, Federal & State funding sources, regulations and application processes  
Familiarity with socio-economic realities existing on Indian Reservations

B. Skills:

Excellent writing & verbal skills to communicate Tribal, State & Federal regulatory policies, strategy plans, management principles & policies, etc. and to effectively develop and present complex & technical concepts and plans to people  
Excellent management & administrative skills including organizational development & assessment, project planning & administration, supervision, etc  
Excellent skill in utilizing state-of-art technology applicable to planning and project management i.e., equipment, software, etc

Excellent funds development skills, i.e., grant proposal writing, fund leveraging, loan application, etc.  
Effective interpersonal relations skills to motivate staff and to negotiate with outside agency representatives  
Excellent customer service and public relations skills

C. Abilities:


Ability to plan, develop, implement and administer management systems and to determine the cost-effectiveness and utilization of alternative processes  
Ability to liaise with various governmental agencies, private businesses, industry and development representatives  
Ability to plan, organize, and accomplish work in accordance with establish objectives, priorities and timelines; and to interpret the purpose/intent of objectives, rules & regulations, etc.  
Ability to analyze & assess systems failures and develop appropriate corrective action  
Ability to conduct research and develop logical and practical administrative policies & procedures  
Ability to establish and maintain an effective, positive, & professional working relationship with staff and others  
Ability to review and assess capabilities and performance of subordinate staff taking appropriate action to maximize effectiveness and efficiency  
Ability to manage multiple and multi-component projects at one time


**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 the pre-employment screening policy (includes a background investigation & fingerprint check) in accordance with Hopi Tribal policy.
3. Must not have any misdemeanor convictions within the past two (2) years of application.
4. Must not have any felony convictions.

**DESIRED QUALIFICATION:**

1. Ability to understand & speak the Hopi language for the purpose of effectively communicating with Hopi Tribal and Village leaders/officials/members.

REVIEWED BY:  \_\_\_\_\_ 1-29-09  
Hiring Authority Date

APPROVED BY:  \_\_\_\_\_ 2-11-09  
Personnel Director Date

Salaried – Sensitive  
Range 60  
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