



## VACANCY NOTICE #16-54

**TITLE:** Court Administrator  
**Regular, Full-Time**

**DEPARTMENT:** Tribal Court

**SALARY:** Dependent on Qualifications

**OPEN DATE:** November 16, 2016

**CLOSING DATE:** Open Until Filled

**Summary:** Responsible for management and administration of the activities, programs and staff of the Pueblo of Jemez' Tribal Court.

**Qualification Requirements:** Bachelor's Degree in criminal justice, or a closely related field; AND five (5) years of managerial experience in court operations. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

### Required Knowledge and Skills

#### *Knowledge of:*

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees. Principles and practices of employee management and supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline. Principles and practices of developing teams, motivating employees and managing in a team environment. Office management practices and procedures in a court setting. Fiscal management, including budget development and administration. Legal records management. Applicable laws, codes and regulations. The use of specified computer applications involving the design and management of various databases, spreadsheet, and word processing files and the development of special report formats. Correct business English, including spelling, grammar and punctuation. Judicial system, legal practices and terminology. Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

#### *Skill in:*

Planning, organizing, supervising, reviewing and evaluating the work of others. Training others in policies and procedures related to the work. Developing and implementing strategic planning strategies, goals, objectives, policies, procedures and work standards. Developing and administering budget and other fiscal activities. Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner. Understanding, applying and explaining legal, general office and administrative processes and procedures. Compiling and summarizing information and preparing periodic or special reports. Preparing clear and concise reports, correspondence and other written materials. Analyzing and resolving varied problems. Using initiative and independent judgment within established procedural guidelines. Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities. Dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained.

**TO APPLY:** Visit our website at [www.jemezpuablo.org](http://www.jemezpuablo.org). Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: [HR@jemezpuablo.org](mailto:HR@jemezpuablo.org)

*\*\* It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members.\*\**

November 16, 2016

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### ***Human Resources Department***

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024  
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