



**The Klamath Tribes**  
501 Chiloquin Blvd./P.O. Box 436  
Chiloquin, Oregon 97624

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**OPEN: 12/08/17**  
**CLOSE: 01/08/18**  
**OR UNTIL FILLED**

EXEMPT X  
NON-EXEMPT    

### **POSITION DESCRIPTION**

**POSITION:** JUDICIAL DIRECTOR

**RESPONSIBLE TO:** Chief Judge

**SALARY:** GS-10 \$46,590 - \$59,795 Annual/Full Benefits  
GS-11 \$50,532 - \$65,682 Annual/Full Benefits

Starting salary will be determined by funding, experience and training level, and normally is not above the first grade, mid-step range.

**CLASSIFICATION:** Professional-Management, Full-Time, Regular

**LOCATION:** Klamath Tribes Administration  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

### **INTRODUCTION**

This position performs a variety of complex management and administrative functions. Primary responsibility is the planning, development, management, budget control, evaluation, and enhancement for tribal programs/responsibilities of the Klamath Tribal Judiciary.

Under the general guidance and administrative control of the Chief Judge, employee performs the overall planning, execution, and evaluation of services within the Judicial branch of government and completes work in compliance with applicable tribal and federal policies, procedures, and regulations.

This position is located in the Klamath Tribal Judiciary.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Plan, develop, implement and monitor the programs within the Judiciary branch of government. This includes, but is not limited to, child support enforcement and tribal court assistance.
2. Supervise maintenance of records of all Court proceedings, including but not limited to, identification of the title and nature of the case, names of the parties, substance of the complaint, names and addresses of all witnesses, date of hearing and trials; all Court rulings, findings, orders and judgments and any other facts of circumstances designated by the Chief Judge of the Court. Perform said duties in absence of Court Clerk.
3. Supervise maintenance of all evidentiary materials, transcripts, records of testimony, pleadings, documents and other materials filed with the Court. Perform said duties in absence of Court Clerk.
4. Manage existing grants, contracts and other sub-contracts under judicial branch supervision and seek alternative funding to support existing operations and/or new projects. Identify and assist in securing needed funding to maintain the Judicial Branch..
5. Prepare annual budgets and plans for programs within the judicial branch. Review and monitor expenditures to remain within established budgetary constraints. Manage other financial control systems for the Judicial Branch.
6. Keep the Chief Judge informed of appropriate judicial branch issues or priorities as appropriate. Provide monthly, quarterly, and annual reports as directed.
7. Supervise preparation and service of notices, summons, subpoenas, warrants, rulings, findings, orders, opinions and other papers of the Courts as directed.
8. Provide security for files, documents and materials filed with or in the custody of the Court, insuring they are not removed from the office of the Clerk and the Court upon the specific instructions of the Chief Judge.
9. Design and manage uniform record keeping systems of the Judicial Branch; comply with and release data on Judicial Branch activities and internal functioning as directed.
10. Responsible for developing, establishing and meeting short-term and long-term goals and objectives of the Judicial Branch. Develop and implement work plans and procedures regarding those goals.
11. Exercise a full range of supervisory duties for Judicial Branch staff and activities. Perform overall work planning, establish work schedules and priorities, and assign and

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review work. Personally discuss the progress of the work and problem areas as they arise. Recommend employee status and other personnel changes. Approve leave. Evaluate performance. Identify training needed and ensure that training opportunities are provided. Resolve complaints or minor grievances, and advise employees on matters related to less than adequate performance. Keep employees informed of management policies and goals.

12. Analyze and evaluate pending caseloads and develop effective solutions for calendaring.
13. Research, develop and implement an advanced docket system assuring proper docketing and notification of all cases.
14. In absence of Court Clerk, administer oaths and witness execution of documents.
15. Obtain and maintain valid notary public status in the State of Oregon. Perform this service as appropriate.
16. Supervise the collection and accounting of all fines, funds and property taken into the custody of the Judicial Branch. Ensure all funds collected are recorded and deposited into the Court bank account with the coordination of the Finance Department.
17. Maintain a library of laws, regulations, orders, opinions of the courts of the Tribes insofar as they may be pertinent to the administration of justice for the Tribes.
18. Administer the procurement, travel, facilities management and property control systems for the Judicial Branch.
19. Maintain strict confidentiality of all records and information.
20. Implement, supervise, and evaluate special, short-term projects as assigned for the Judicial Branch.
21. Oversee the training procedures and planning for Judicial Branch.
22. Other duties as assigned.

### **SUPERVISORY CONTROLS**

The Chief Judge is the immediate supervisor and outlines the overall Judicial Branch and/or program objectives and priorities, time limits, and the financial and personnel resources available. The employee plans and schedules recurring work, handles problems, and completes

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work using own initiative, exercising judgment according to previous training, experience, and instructions. The employee exercises professional knowledge and judgment when interpreting guidelines and applicability. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

The Judicial Director directly supervises the professional and support staff of the Tribal Judiciary.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge and understanding, or ability to understand, the Klamath Tribes organization, functions, policies, goals, priorities and operating programs.

Knowledge of courtroom procedures and policies.

Knowledge of legal terminology.

Knowledge and understanding, or ability to understand, Tribal Codes in association with Tribal Court.

Knowledge and understanding, or ability to understand, Tribal administrative policies and procedures regarding finance, procurement and personnel matters.

Ability to establish and maintain effective working relationships with federal and state courts and law enforcement agencies, staff and the general public.

Ability, knowledge and skills to prepare and manage multiple tribal budgets, and administer contracts and grants in accordance with established policies, rules and regulations.

Good organizational, leadership and planning skills. Ability to meet deadlines.

Ability to work cooperatively with the Klamath Tribes Judicial Commission, appropriate committees, judges, staff and other officials to ensure the effective and efficient operation of the Court's administrative system.

Ability to respond to the needs of the judiciary, securing commitments and agreements for and with alternative judges.

Excellent communication skills. Ability to prepare written as well as present oral reports in a clear and concise manner.

Ability to prepare and submit requests for payment of expenses incurred in the maintenance and operation of the Court to the Finance Department.

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Ability to analyze reports and information generated by the case tracking programs to determine adequacy relating to managements needs.

Ability to establish priorities, complete daily assignments, follow through on projects and Court activities in a timely and accurate manner.

Ability to prepare contractual/consulting agreements.

Ability to complete funding program reports as directed.  
Knowledge of funding programs for continuance of Tribal Court.

Ability to travel to meetings and trainings that may occasionally require traveling out of town.

Knowledge of standard record keeping practices in accordance with Tribal processes.

#### **QUALIFICATIONS. EXPERIENCE. AND EDUCATION**

- BA/BS Degree in Judicial Administration, Public Administration, Business Administration or related field; **preferred**. An equivalent combination of (6) six years education and experience which satisfactorily demonstrates the knowledge, skill, and ability to perform the job duties may be considered in lieu of degree, with a minimum of (2) two years of that experience gained in a court or legal setting, **REQUIRED** (*Degree or copy of transcripts must be submitted with application.*)
- A minimum of two (2) years demonstrated supervisory experience, **REQUIRED**.
- A Minimum of one year demonstrated budgeting experience, **REQUIRED**. Must possess strong background in preparing and managing multiple budgets and programs.
- Valid notary public status in the State of Oregon, preferred. If not a valid notary public in the State of Oregon, must obtain notary public status within the initial probationary period at own expense, **REQUIRED**.
- Demonstrated computer experience, **REQUIRED**. Emphasis will be in the use of Microsoft Word, Excel and work performed in a networked environment. (Skills test will be administered as part interviewing process)
- Must submit to and clear an alcohol/drug screen test and submit to random testing as per policy, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must submit to and clear a criminal records background check, **REQUIRED**. (*Employment*

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*will be contingent upon clearing the required criminal records background check.)*

- Must possess and maintain a valid Driver's License, have a good driving record, and be insurable by the Klamath Tribes. Out of state applicants must obtain a valid Oregon Driver's License within initial 90-day probationary period as a condition of employment, **REQUIRED**.

## **INDIAN PREFERENCE**

- Indian Preference will apply. *(Must submit proof of Indian Preference with application.)*

## **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

## **APPLICATION PROCEDURES**

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

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