



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

Phone: (541) 783-2219  
HR Fax: (541) 783-2836

OPEN: 03/22/23  
CLOSE: 04/05/23

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

**POSITION:** SDVCJ PROGRAM MANAGER

**RESPONSIBLE TO:** Judicial Director

**SALARY:** Step Range: 15-34; Part-time Benefits  
Hourly Range: \$20.64- \$35.14

**CLASSIFICATION:** Non-Management, Regular, Part-time (30 hours per week)

**LOCATION:** The Klamath Tribes Tribal Court  
35601 S. Chiloquin Road  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employment

### POSITION OBJECTIVES

The Special Domestic Violence Criminal Jurisdiction (SDVCJ) Program Manager will be responsible for overseeing the SDVCJ Program; including tracking all grant expenditures, assisting with ordinance development, administering the tribal defense fund, coordinating communication between the Tribal Courts, Law Enforcement, Social Services, Administration, and Finance departments, and working with the Judicial Director and Social Services Director to complete grant reports in a timely manner.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Develop criminal codes for domestic violence cases with the support of project stakeholders and contracted attorney.
2. Review protection order process and make recommendations to enhance and streamline for increased effectiveness.

3. Draft policies and procedures for improved protection order processes with input from court staff and stakeholders.
4. Develop, coordinate and deliver outreach to current and prospective stakeholders, including coordinating efforts with neighboring jurisdictions and regional service-providers for enhanced DV prosecution and support for victims within the Klamath tribal community.
5. Develop working Memoranda of Understanding (MOU) between stakeholders to cement working relationship.
6. Make certain that services to victims are well and continuously coordinated across agencies and provide victim follow-up.
7. Connect tribal members accused of DV to attorneys through the tribal defense fund.
8. Connect court staff and law enforcement to relevant OVW trainings to meet objectives of the Klamath Tribes Jurisdiction Enhancement for Domestic Violence Crimes Project.
9. Coordinate with tribal representatives from Oregon U.S. Attorney's Office when appropriate.
10. Maintain accurate records of activities for reporting, prepare narrative and statistical data.
11. Presentations to Tribal Council, General Council, Tribal programs.
12. Travel to mandatory meetings and trainings.
13. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

Work is performed under the general supervision of the Judicial Director. Employee works independently, referring unusual problems or matters affecting policy to the supervisor. Work and records are reviewed on a regular basis to ensure program compliance.

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

- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** — Knowledge of laws, (Tribal, State, and federal) legal codes, court procedures, precedents, government regulations, executive orders, agency rules
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Communication** — The ability to apply oral comprehension, oral expression, speech clarity, active listening, and professional writing skills to convey and understand information effectively.
- **Negotiation** — Bringing others together and trying to reconcile differences.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Persuasion** — Persuading others to change their minds or behavior.

#### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a bachelor's degree in Criminal Justice, psychology, sociology, or any related field. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for exemption process.

**Preferred Qualifications:**

- Bilingual in English/Spanish
- 2 years of experience working with DV victims
- 2 years of experience writing processes, procedures, and/or criminal codes

**INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 PROCEDURE**

Submit The Klamath Tribes *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.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>