



## The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 12/01/25  
CLOSE: Until Filled

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

### POSITION DESCRIPTION

**POSITION:** SDVCJ PROGRAM MANAGER

**RESPONSIBLE TO:** Judicial Director

**SALARY:** Step Range: 21 - 25; Annual/Full Benefits  
Salary Range: \$52,782 - \$59,406  
Hourly Range: \$25.38 - \$28.56

**CLASSIFICATION:** Non-Management, Regular, Full time

**LOCATION:** The Klamath Tribes Judiciary  
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 establishing and overseeing the SDVCJ Program; including tracking 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. This position will work directly with clients and assist them with the court process.

This is a hybrid, grant funded position.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Present drafted material on the Special Domestic Violence Criminal Jurisdiction Ordinance to the Klamath Tribal Council and Klamath Tribes General Council for review and consideration.

2. Develop the Tribal Defense program and coordinate associated Tribal contracts.
3. Work directly with parties involved in Special Domestic Violence Criminal Jurisdiction.
4. Collaborate with a contracted attorney to create codes, policies, and procedures for Special Domestic Violence Criminal Jurisdiction cases; incorporating input from project stakeholders.
5. Review the protection order process and make recommendations to enhance and streamline it for increased effectiveness.
6. Draft policies and procedures for improved protection order processes with input from court staff and stakeholders.
7. Develop, coordinate and deliver outreach to current and prospective stakeholders, including coordinating efforts with neighboring jurisdictions and regional service providers for enhanced Domestic Violence prosecution and support for victims within the Klamath Tribal community.
8. Develop working Memoranda of Understanding (MOU) between stakeholders to cement working relationships.
9. Ensure services to victims are well coordinated and continuously provided across agencies; and victim follow-up is maintained.
10. Connect parties accused of Special Domestic Violence Criminal Jurisdiction to attorneys through the tribal defense fund.
11. Connect court staff and law enforcement to relevant Office of Violence against Women (OVW) trainings to meet the objectives of the Klamath Tribes Jurisdiction Enhancement for Domestic Violence Crimes Project.
12. Coordinate with tribal representatives from Oregon U.S. Attorney's Office, Department of Justice Bureau of Indian Affairs and other agencies, when appropriate.
13. Maintain accurate records of activities for reporting, prepare narrative and statistical data. Complete reporting requirements.

14. Collaborate with the relevant department to develop Request for Proposals and negotiate contracts, as per department guidance.
15. Provide presentations to Tribal Council, General Council, Tribal programs, etc.
16. Travel to mandatory meetings and trainings.
17. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

#### **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** — Understanding of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** — Familiarity with laws at Tribal, State, and federal levels; including legal codes, court procedures, precedents, government regulations, executive orders, agency rules.
- **Deductive Reasoning** — The ability to apply general rules to specific problems in order to derive logical answers.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions; including identifying relationships among seemingly unrelated events.
- **Communication** — The ability to effectively convey and understand information through skills such as oral comprehension, oral expression, clear speech, active listening, and professional writing.
- **Negotiation** — Bringing others together and reconciling differences.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of various solutions, conclusions or approaches to problems.

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

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

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to possess an Associate's Degree in any related field (preferred) **OR** equivalent job-related experience may be substituted for degree. Consideration will be given to a relevant combination of education/experience equal to at least four (4) years. *(Submit documentation 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.

### **Preferred Qualifications:**

- Experience working with Domestic Violence victims.
- Experience writing processes, procedures, and criminal codes/ordinances.

## **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>