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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Internal Vacancy Announcement

- Title:** Assistant Administrator/Operations Manager Court Programs and Services
- Reports to:** Judicial Administrator
- Location:** Yreka with regular travel within the Karuk Tribe Service Area
- Classification:** Full-time, Non-Exempt, Regular
- Salary:** \$22.00 - \$27.00 per hour depending on experience
- Summary:** The Assistant Administrator/Operations Manager shall be responsible for assisting Administrator in effectively operating all aspects of the Tribal Court, Programs and Services.

### **Application Deadline: February 18, 2021 @ 5 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Assistant Administrator/Operations Manager Court Programs and Services

**Reports To:** Judicial Administrator

**Salary:** \$22.00- \$27.00 per hour depending on experience

**Supervises:** Assigned Tribal Court Programs and Services staff

**Location:** Yreka with regular travel within the Karuk Tribe Service Area

**Summary:** The Assistant Administrator/Operations Manager shall be responsible for assisting Administrator in effectively operating all aspects of the Tribal Court, Programs and Services.

**Classification:** Full Time, Regular, Non-Exempt

### **Responsibilities:**

1. Shall assist Administrator in, designing and implementing policies, procedures, and protocols for court services programming; assist with judicial strategic planning, grant reporting, and employee evaluations.
2. Shall assist Administrator in the day to day management of Court Operations and in assisting the public and court officers who come to the courthouse to utilize court services.
3. Shall provide information to prospective court program users regarding the court connected programs including application process and program requirements.
4. Shall assist the Administrator with data entry into the Court Management System, scheduling hearings, preparing dockets, mailing notices, providing service of documents and updating court documents and website.
5. Shall maintain records and files associated with duties according to record-keeping standards, laws, operational procedures, and privacy laws.
6. May act in capacity of Court Liaison with tribal, state county programs, tribe staff, task forces, committees, round tables, schools, or other community/court service providers as needed.
7. Shall remain abreast of any changes in the state-of-the-art best practices as it relates to service delivery and coordination of Comprehensive Tribal Justice Systems.
8. Shall assist with coordinating culturally suitable training for court services program staff and the community.
9. Shall assist Administrator in overseeing the Tribal Court Facility, ensuring a safe and clean environment, and the security of the building and parking.

10. Shall attend required mandatory grant and/or cooperative agreement meetings and functions as directed.
11. Shall be available for local and out of the area travel as required for job related training.
12. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.
13. Shall supervise assigned Tribal Court Services program staff such as but not limited to court bailiff, clerks, wellness court case manager, re-entry or rehabilitative program staff.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Must have the ability to make logical decisions and deal with problems involving concrete variables in standardized situations.
6. Must have the ability to be flexible.
7. Ability to work to advance the Judicial System, including grant planning and successfully securing additional funding.

**Requirements:**

1. AA/AS Degree and four years progressively responsible related work experience.
2. Must have demonstrated work experience in; a supervisory/management position, and data entry and court data management systems.
3. Must have extensive knowledge of and work experience in the areas of tribal wellness courts, re-entry programs, civil court procedures, substance abuse dynamics, culturally specific family prevention and support services, juvenile delinquency, truancy and criminalist behaviors
4. Must have knowledge of rules, regulations, goals and eligibility criteria for Tribal Re-Entry programing, as well as non-Tribal (i.e., county, state and federal) programs to which Tribal members may be referred for additional assistance.

5. Must have demonstrated ability to learn and apply the policies, procedures, rules and regulations governing eligibility for, and participation in, Tribal Re-Entry or Wellness Court programs.
6. Must have demonstrated ability to meet internally and externally imposed deadlines and to respond effectively to sometimes frustrating and unforeseeable complications in the performance of assigned duties.
7. Must have demonstrated ability to work in culturally diverse environments; demonstrated ability to work collaboratively with other Tribal personnel; demonstrated commitment to serving Tribal communities in a creative, problem-solving mode.
8. Must possess Certification of completion of specialized tribal probation academy and be willing to obtain Tribal Court Clerk Certification upon hire.
9. Must have strong oral and written communication skills; demonstrated ability to use computer data and word processing programs as professional tools; demonstrated ability to analyze and interpret written, numerical and verbal data from various sources; demonstrated ability to prepare clear, concise and accurate records and reports.
10. Must have working knowledge of tribal court procedures.
11. Must have the ability to apply common sense understanding to carry out instructions furnished in written and/or oral form.
12. Must have a valid driver's license, good driving record and be insurable by the tribe.
13. Must be able to work well with the public.
14. Must adhere to tribal and federal confidentiality policies.
15. Must successfully pass a pre-employment drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved:** February 11, 2021

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_