

# Iowa Tribe of Oklahoma

## Vacancy Announcement

Position: Court Administrator

Position Number: 5603

Location: Complex

Issuing Date: January 16, 2012

Closing Date: Until Filled



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### Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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### SUMMARY

The office of the Court Administrator is located within Government Services of the Iowa Tribe of Oklahoma judicial system. The Court Administrator's work, in the broadest terms, involves analysis of legal decisions; compiling substantive information on legal subjects; collecting, analyzing, and evaluating evidence in connection with hearing, appeals, litigation, or advisory services; directs financial management activities of the judicial system; and directs staffing, supply, maintenance, protective, library, payroll, or similar services which support the overall court operational program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- The incumbent is responsible for the overall operational management of the judicial administrative program and initiatives, and for providing technical expertise and guidance for improvement program and initiatives. Work consists of projects and studies which require development, implementation, and evaluation for the long-range administration of the program.
- Work involves analysis of legal decisions; compiling substantive information on legal subjects; and collecting, analyzing, and evaluating evidence in connection with hearing, appeals, litigation, or advisory services.
- Explain pertinent legal provisions, regulations, and related administrative practices, and their application to specific cases.
- Assisting individuals in developing needed evidence and preparing required documents, or in resolving errors, delays, or other problems in obtaining benefits to fulfilling obligations.
- Initiate and compose standardized legal documents routinely needed for specific legal actions.

- Accept service of legal documents, review them for correct form and timelines, and annotate case files and status records to reflect receipt and due date for response or other required actions.
- Process legal instruments by checking them for required information, determining if any treatment such as simple computations is necessary, and routing the assembled material to a technical expert for examination.
- Locate and compile information from files.
- Maintain docket calendars and tickler systems, coordinate schedules with Clerks of Courts, remind attorneys of court appearances and deadlines for submitting various actions or documents, and notify witnesses of appearances and of changes resulting from suspensions or settlements.
- Attend and keep a record of all court proceedings.
- Maintain court calendar.
- Establish, maintain, and close case files for systems of legal records, annotate indices and status records, compile workload and status reports, and locate and abstract data from files and records.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelors degree in Business Administration or Political Science and two (2) years of recent and professional experience in the legal or judicial system; **or** graduate of an accredited Paralegal/Legal Assistant course and five (5) years of recent and professional experience in the legal or judicial system.

## **CONDITIONS OF EMPLOYMENT**

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check.