



Hoplend Band of Pomo Indians

Job Announcement

NCICS Tribal Court Director

Starting Salary: \$49,920 + benefits

Hours: 32 hours per week, normally Monday through Thursday

The Northern California Intertribal Court System (NCICS) is a consortium court for four Mendocino County tribes. This inaugural position has tremendous opportunity for growth and input into the development of the court system. The Director will be responsible for the administration of tribal court operations, programs, and services. NCICS has received funding for the initial three years of the court system – in addition to the day to day operations of the court, the Director will be responsible for seeking out and applying for additional grant opportunities to ensure the long term success of the court system.

The Tribal Court Director reports to the NCICS' governing body – the Judicial Council – that is appointed by the governing bodies of the four consortium Tribes. The Director's duties will include financial and budget oversight, strategic and operational planning, information technology and communications. The Director will serve as lead administrator working collaboratively with the NCICS Judicial Council and key NCICS staff including the Judge, tribal attorney, clerk of court, probation officer and tribal advocates. In addition, the Director will maintain and strengthen relationships and county and juvenile court administrators. The Director is also responsible for the supervision and management of all court staff. Finally, the Director will ensure the proper functioning of the court by preparing the court budget, maintaining court security, and overseeing court reports and public information.

Essential Functions

1. Monitor relevant grant announcements and successfully apply for grant opportunities.
2. Establish sound financial controls and oversees fiscal activities, review and approve expenditures, provide regular budget reports.
3. Work regularly and closely with Tribal governmental officials and key staff to develop and maintain all aspects of the court system.
4. Under the direction of the Judicial Council and the Chief Judge, creates policies, court manuals, memorandums, or documents.
5. Coordinate Judicial Council and staff meetings, conferences and seminars.
6. Establish and maintain effective working relationships with judges, attorneys, clerks, other courts, community members and organizations, and state, local and county agencies.
7. Establish and supervise communications and media relations.
8. Provide information and assistance about court matters.
9. Analyze case activity, including trends in types of hearings, resolutions and collections.
10. Supervise case flow, ensure security and facility management.
11. Plan, develop and implement short and long range goals and objectives; facilitate long range strategic planning.
12. Manage information technology needs, implement case management software and web site development, maintenance and support.
13. Coordinate court calendar, case management and maintain the tribal bar roster.
14. Manage court staff and prepare regular employee performance evaluations.
15. Ensure that staff are provided opportunities for technical and professional growth.



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Requirements/Qualifications

Education and Experience: Bachelor's degree (BA or BS) from an accredited college or university; and a minimum of four (4) years experience working in a management level administrative position with a minimum of two (2) years as a tribal court employee or a comparable court system required. Or comparable legal experience. JD preferred.

Additional Requirements: Must obtain California Driver's License within 60 days of hiring. Must be able to be insured by employer's automobile insurance policy.

Other Qualifications: Ability to maintain confidentiality in all matters; ability to learn consortium Tribes' history, culture, laws, rules, customs and traditions, including Tribal Court rules, policies and procedures. Some knowledge of federal Indian law, tribal governments, and tribal laws preferred. Knowledge of legal research techniques and practices; proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Excellent writing, oral and interpersonal communication skills are necessary. Should have the ability to interact with people from varied backgrounds, age groups and with a variety of legal needs. Will be required to speak effectively in one-on-one and small group situations. Regular travel throughout Mendocino County, among the NCICS member Tribes is required.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

Application Process

Please send a resume and a cover letter to Alex Cleghorn at alex@cleghornlegal.com or mail applications to:

3000 Shanel Road
Hopland, CA 95449
Attn: Alex Cleghorn

A writing sample or writing test may be part of the application process. This position is open until filled and applications will be considered as they are received.