



Little River Band of Ottawa Indians
Tribal Court
POSITION VACANCY ANNOUNCEMENT

Position: **Court Administrator** **Summary:** Serves as the senior non-judicial officer of the court responsible for all administrative operations. Provides leadership to staff to ensure operations are in compliance with Tribal Ordinances, regulations and Court rules and other daily operations of the office. Oversees and controls the annual budget of the Court. Acts as the Court's point of contact with individuals, agencies and groups ensuring maximum exchange of information between the Chief Judge, other judges, and members of the staff.

Requirements:

- Minimum of an Associate Degree. Five years in a court setting or as a paralegal.
- Knowledge of Tribal law, Federal law, State law, ICWA, VAWA and other regulations which govern the functioning of the Court.
- Knowledge of how criminal, civil, and juvenile justice systems operate.
- Technical skills of an intermediate to advanced user of MS Office software, Solid Circle, computers, and other office equipment.
- Ability to set up and run Zoom and other courtroom recording systems.
- Knowledge of legal terms and court rules. Legal research skills.
- Knowledge of basic grant writing skills and compliance.

Indian Preference applies in accordance with Ordinance # 15-600-02

Pay Grade: E4

Status: Exempt/bi-weekly pay

Range: \$43,193 - \$57,279- \$68,735

Background Check: Extensive

Application Instructions:

Obtain an application form and a copy of the position description from the Court staff by calling: (231) 398-3406 or emailing deborahmiller@lrboi-nsn.gov or lauriewillis@lrboi-nsn.gov

To apply, please submit a completed application, cover letter, degree transcripts and/or certifications, any other trainings/certifications relevant to this position and a resume to:

*LRBOI Tribal Court Administrator
3031 Domres Road, Manistee MI 49660
or to one of the emails above.*

Incomplete submissions will not be considered.

Conditions of employment with the Little River Band Tribal Court includes passing a pre-employment drug test and extensive background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety-day (90) introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted: March 8, 2021

Remove: March 26, 2021

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