

**CHIPPEWA CREE TRIBAL COURT  
JOB DESCRIPTION MANUAL**



**POSITION:** Court Administrator (AKA Executive Director)

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Chippewa Cree Tribal Council

**SUMMARY OF WORK:** This position is responsible for administering the Chippewa Cree Tribal Court, which will include the supervision of all court personnel.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs administrative duties, which requires attention to accuracy, detail and timeliness. The work is conducted in doors during a flexible work shift. Position is management and may require extended hours. Work performed is an office setting.

**Personal Contacts:** Daily contact with staff, tribal employees, the public and Tribal Officials through face to face contact, by telephone, and written communication. Monthly meetings with the Judicial Commission and weekly or biweekly meetings with staff or as deemed necessary. Works closely with the Judicial Commission to assure goals, objectives, workload and financial management criteria is being fulfilled.

**Supervision Received:** General supervision from Chippewa Cree Tribe Administrative Committee

**Supervision Exercised:** Daily supervision of all staff, excluding judges.

**Essential Functions:** This position requires the ability to communicate orally and in writing; read and review written material /instructions; understand and generate financial reports, budgets, modifications, perform mathematical computations, compose correspondence, supervises staff; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains program objectives.

- Maintains comprehensive permanent records.
- Ensures sound accounting principles are applied to fiscal management.
- Adheres to standards of confidentiality.
- Performs supervisory duties that enhance the productivity and morale of the department.
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives.
- Supervises program planning and development to ensure consistency with program objectives.
- Responsible for formulating the overall administrative and operating policies pertaining to the Chippewa Cree Tribal Court System.
- Exercise supervisory control and personnel direction over all staff employed in the Judicial Department including conducting probationary and annual evaluations, temporarily hire, give promotions, and lay off, disciplinary actions such as: oral reprimand, written reprimand/corrective action plan, suspension without pay, demotion and termination per Personnel Policies and Procedures.
- Advises Tribal Judges on criminal and civil cases/procedures, interpretations and application statutes.
- Conducts research on legal/factual issues on cases before the Chippewa Cree Tribal Court and the Appellate Court System.
- Serves as the Administrator in the Court of Appeals and responsible for processing the appellate court case file.
- Develops programs and budgets for the Tribal Court System.
- Develops and maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe, including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals, for use by the public, attorneys, clerks and judges.
- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Ensures that any amendments or modifications to the Chippewa Cree Law & Order ordinances are incorporated into existing laws and ordinances and that any such amendments or modifications are implemented by the Chippewa Cree Courts.
- Supervise and define the duties of all staff, revise as necessary.
- Develop and oversee an annual budget for the operation of the Tribal Court System for submittal to the CCT Budget Committee for approval.
- Responsible for generating financial statements.
- Composes correspondence and maintains a well organized department.
- Signs purchase orders, check requests, employee leave slips and time sheets.
- Performs other duties as assigned by the CCT Administrative Committee.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires the knowledge of administrative law procedures and methods; of/or ability to learn the Chippewa Cree Tribal Law & Order Code, Federal and State Laws; of techniques/practices of legal research, writing, citation and documentation; of negotiation and mediation techniques; of supervision; of budgets/modifications; of all legal documents; of financial and office management; and financial reports.

**Skills:** This position requires effective skills involving word processors, typewriter and miscellaneous office equipment.

**Abilities:** This position requires the ability to: write clearly and concisely; organize written and oral presentations for clarity; to analyze all types of legal and administrative documents and factual situations to determine what legal concepts apply and what additional research or investigation is necessary using sound judgment; establish and maintain an effective working relationship with employees, government officials, other agencies and the public; to administer a well organized, efficient judicial department.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor's Degree in Business or related field.
- Minimum of three years in experience in an administrative capacity.
- Knowledge of budgets/modifications
- Must have an extensive financial background.
- Must have extensive experience in office management.
- Must possess excellent organizational skills.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must have supervisory experience.
- Must possess knowledge of personnel management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to create data bases, excellent computer skills).
- Must possess knowledge of record keeping.
- Must report writing skills.
- Must be in good health and good attendance.
- Must be dependable.

- Indian preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains program objectives.
- Maintains comprehensive permanent records.
- Ensures sound accounting principles are applied to fiscal management.
- Adheres to standards of confidentiality.
- Performs supervisory duties that enhance the productivity and morale of the department.
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives.
- Supervises program planning and development to ensure consistency with program objectives.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

**POSITION:** Chief Judge

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Judicial Commission

**SUMMARY OF WORK:** Acts as the Chief Judge on the Chippewa Cree Tribal Court on the Rocky Boy Indian Reservation, Rocky Boy, Montana as prescribed by law. Supervises the Associate Judge(s)

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs professional and legal duties involving judgments in hearing cases and rendering decisions involving laws and ordinances. This requires attention to accuracy, detail, timeliness and confidentiality. This work is performed within an office setting, which handles a heavy workload. This position requires the ability to deal with the public and to handle stress.

**Personal Contacts:** Daily contact with staff, tribal employees, the public and Tribal Officials through face to face contact, by telephone, and written communication. Monthly meetings with the Judicial Commission, weekly or bi-weekly meetings with staff as deemed necessary. Daily contact with the public and coordination of duties with the Chief Judge and other Associate and Tribal Court staff, Tribal Prosecutor, tribal members and other public service agencies.

**Supervision Received:** Minimum supervision from the Judicial Commission

**Supervision Exercised:** Associate Judge(s).

**Essential Functions:** This position require the ability to hear court cases and render decisions based on the Chippewa Cree Law & Order Code and all Tribal Ordinances, decisions may be based upon Tribal, Federal and State Laws depending on jurisdiction, review written material, communicate, interpret, apply rules and regulation (Rules of the Court), handles stressful situations.

**AREAS OF JOB ACCOUNTABILITY, PERFORMANCE AND STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Organizes proceedings by enumerating rules and procedures; planning schedules; arranging hearings; court personnel and assembling potential jurors;
- Determines probable cause by examining accusations, charges and evidence;
- Conducts proceedings by listening to arguments; rules on admissibility of evidence; resolving objections; maintaining order;
- Prepares jury by conducting selection; issuing and explaining instructions and rules;

- Renders judgment by weighing arguments and evidence; studying relevant cases; polling jury, writing and announcing opinion;
- Sentences defendant by applying statutes and guidelines; considering extenuating and mitigating circumstances; determining settlement;
- Enforces judgment by follow-up and requiring compliance;
- Completes reports by entering required information;
- Improves judicial system by recommending changes in law, guidelines, and procedures;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; benchmarking state of the art practices; participating in professional societies;
- Contributes to team effort by accomplishing related results as needed;
- Maintains accurate and timely records;
- Prepares and submits accurate and timely reports;
- Deals tactfully and courteously with the public;
- Observes work hours and demonstrates punctuality;
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives;
- Conducts research on legal/factual issues on cases;
- Maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe, including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals;
- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Accepts assigned court cases from the Chief Judge.
- Performs other duties as assigned by the Chief Judge.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a working knowledge of Tribal Law and Order Code, Federal and State Laws, Tribal Ordinances, Indian Child Welfare Act of 1978 including human service role, child development and parental bonding, child protection and permanency planning, Fish & Wildlife Code, Corporation Charters, customs of Chippewa Cree Indian community, criminal and civil proceedings, legal office procedures, report writing, office management, financial management, administrative and personnel management.

**Skills:** This position requires effective skills involving word processors, maintaining files and using miscellaneous office equipment.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; comprehend written laws and ordinances; perform complex legal work; handle stressful situations; administer a department; manage personnel utilize a word processor in performance of work load; exercise sound and legal judgment; set priorities; work with general supervision, and maintain effective working relationships with employees, supervisors and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A minimum of a Master's Degree in Law or (10) years work experience as Judge equal to Law Degree.
- No less than five (5) years work experience in a Tribal Court System.
- Knowledge of Tribal, Federal and State Laws including jurisdiction;
- Knowledge of Rules of Court;
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence;
- Knowledge of Indian Child Welfare Act of 1978;
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law and Order Code, and Fish & Wild Life Code;
- Ability to apply the Laws of the United States, law enumerated in the Tribal Code of the Chippewa Cree Indian Reservation and/or customs of the Chippewa Cree Indian Community including regulations of the Interior Department and the State of Montana when applicable;
- Must be at least 25 years of age or older, be of good moral character and integrity and be capable of carrying out the duties of the office.
- Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must possess knowledge of case management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to create data bases, excellent computer skills).
- Must possess knowledge of record keeping.
- Must report writing skills.
- Must be in good health and good attendance.
- Must be dependable.



**POSITION:** Associate (Special) Judge(s)

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Chief Judge

**SUMMARY OF WORK:** Acts as one of the Associate Judges on the Chippewa Cree Tribal Court on the Rocky Boy Indian Reservation, Rocky Boy, Montana as prescribed by law.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs professional and legal duties involving judgments in hearing cases and rendering decisions involving laws and ordinances. This requires attention to accuracy, detail, timeliness and confidentiality. This work is performed within an office setting, which handles a heavy workload. This position requires the ability to deal with the public and to handle stress.

**Personal Contacts:** Daily contact with staff, tribal employees, the public and Tribal Officials through face to face contact, by telephone, and written communication. Monthly meetings with the Judicial Commission, weekly or bi-weekly meetings with staff as deemed necessary. Daily contact with the public and coordination of duties with the Chief Judge and other Associate and Tribal Court staff, Tribal Prosecutor, tribal members and other public service agencies.

**Supervision Received:** Minimum supervision from the Chief Judge.

**Supervision Exercised:** None exercised.

**Essential Functions:** This position require the ability to hear court cases and render decisions based on the Chippewa Cree Law & Order Code and all Tribal Ordinances, decisions may be based upon Tribal, Federal and State Laws depending on jurisdiction, review written material, communicate, interpret, apply rules and regulation (Rules of the Court), handles stressful situations.

**AREAS OF JOB ACCOUNTABILITY, PERFORMANCE AND STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Organizes proceedings by enumerating rules and procedures; planning schedules; arranging hearings; court personnel and assembling potential jurors;
- Determines probable cause by examining accusations, charges and evidence;
- Conducts proceedings by listening to arguments; rules on admissibility of evidence; resolving objections; maintaining order;
- Prepares jury by conducting selection; issuing and explaining instructions and rules;

- Renders judgment by weighing arguments and evidence; studying relevant cases; polling jury, writing and announcing opinion;
- Sentences defendant by applying statutes and guidelines; considering extenuating and mitigating circumstances; determining settlement;
- Enforces judgment by follow-up and requiring compliance;
- Completes reports by entering required information;
- Improves judicial system by recommending changes in law, guidelines, and procedures;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; benchmarking state of the art practices; participating in professional societies;
- Contributes to team effort by accomplishing related results as needed;
- Maintains accurate and timely records;
- Prepares and submits accurate and timely reports;
- Deals tactfully and courteously with the public;
- Observes work hours and demonstrates punctuality;
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives;
- Conducts research on legal/factual issues on cases;
- Maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe, including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals;
- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Accepts assigned court cases from the Chief Judge.
- Performs other duties as assigned by the Chief Judge.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires a working knowledge of Tribal Law and Order Code, Federal and State Laws, Tribal Ordinances, Indian Child Welfare Act of 1978 including human service role, child development and parental bonding, child protection and permanency planning, Fish & Wildlife Code, Corporation Charters, customs of Chippewa Cree Indian community, criminal and civil proceedings, legal office procedures, report writing, office management, financial management, administrative and personnel management.

**Skills:** This position requires effective skills involving word processors, maintaining files and using miscellaneous office equipment.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; comprehend written laws and ordinances; perform complex legal work; handle stressful situations; administer a department; manage personnel utilize a word processor in performance of work load; exercise sound and legal judgment; set priorities; work with general supervision, and maintain effective working relationships with employees, supervisors and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A minimum of a Master's Degree in Law or (10) years work experience as Judge equal to Law Degree.
- No less than five (5) years work experience in a Tribal Court System.
- Knowledge of Tribal, Federal and State Laws including jurisdiction;
- Knowledge of Rules of Court;
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence;
- Knowledge of Indian Child Welfare Act of 1978;
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law and Order Code, and Fish & Wild Life Code;
- Ability to apply the Laws of the United States, law enumerated in the Tribal Code of the Chippewa Cree Indian Reservation and/or customs of the Chippewa Cree Indian Community including regulations of the Interior Department and the State of Montana when applicable;
- Must be at least 25 years of age or older, be of good moral character and integrity and be capable of carrying out the duties of the office.
- Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must possess knowledge of case management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to create data bases, excellent computer skills).
- Must possess knowledge of record keeping.
- Must report writing skills.
- Must be in good health and good attendance.
- Must be dependable.

**POSITION:** Supervisory Clerk of Court

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Chief Judge

**SUMMARY OF WORK:** This position performs professional, legal, accounting and clerical duties in processing court cases before the Tribal Court and is responsible for the overall supervision and operation of the court.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is responsible for following the Tribal Court Clerk of Court Manual in dealing with court case processing and sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

**Personal Contacts:** Daily contact with the public and coordination of duties with the three Tribal Judges, Tribal Prosecutor, tribal court employees, tribal members, and other public service agencies.

**Supervision Received:** Daily instructions and supervision by Chief Judge

**Supervision Exercised:** Clerks of Court

**Essential Functions:** This position requires ability to receive and process court cases, keep records and maintain court docket, operate a computer, review written material, communicate, schedule meetings and hearings, type, file and sort, interpret, apply rules and regulations, and handle stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Supervises Assistant Clerk and court staff assigned to clerks office and enforcement of Tribal Court Clerk of Court Manual;
- Renders assistance to the court, tribal police force, and individual tribal members in drafting of: a.) orders, b.) subpoenas, c.) warrants, d.) commitments, e.) any other documents incidental to the lawful function of the Tribal Court;
- Attends and keeps a written record of all court proceedings;
- Administers the oath to witness;
- Maintains standards of confidentiality;
- Receipts all fines paid and pays out all fees authorized by regulations;

- Makes an accounting of these fees to the disbursing agent of the Tribe and to the Judicial Commission, Budget Committee and Business Committee;
- Responsible for scheduling of all hearings and contested matters;
- Responsible for court records, certification, and assuring their proper availability to parties;
- Transcribes records through whatever machinery or methods are at the disposal of the Court;
- Responsible for filing and drafting of complaints, render general assistance to the Court;
- Maintains a filing system utilizing a chronological numerical and alphabetized filing system outlined in the Tribal Court Clerk of Court Manual;
- Types correspondence and drafts legal documents;
- Creates and encodes information into the Fullcourt data base including name, dates, charges, disposition, etc.;
- Performs general office duties including receiving all incoming phone calls;
- Operates a fax machines, calculator, recording equipment, and general office equipment;
- Must not use alcohol and/or non prescriptive drugs while employed or termination will be enforced.
- Administers the oath to all witnesses and jury members.
- Notifies all parties of court proceedings in a timely manner following the Chippewa Cree Tribe Law & Order Codes.
- Organizes office cash management procedures such as record bookkeeping using Fullcourt, preparation of collection of child support, fines, filing fees.
- Process of payroll timesheets and disbursement of payroll checks.
- Processes purchase order for requisition of supplies.
- Processes account payables and receivables including purchase orders, check requests, and deposits.
- Will coordinate the activities relating to accounting, fiscal reporting, cash management, fines, and surety and cash bond collections.
- Other duties assigned related to position.

### **JOB REQUIREMENTS:**

**Knowledge:** The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. and *Full Court* data management software; legal terminology; standards regulating confidentiality and release of information; Indian Child Welfare Act, Indian Civil Rights Act, Privacy Act and Freedom of Information Act; legal regulations regarding public records; business English; spelling; composition; grammar; office management; and records management. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

**Skills:** This position requires skills in typing, word processing, maintaining files, and using various office machines which includes 12 key calculator, mail register, typewriter, word processor, fax machine, and shredder.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; perform complex legal work; handles stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; and maintain effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Preferred Paralegal Degree and/or certificate;
- Minimum Associate Degree in Business or Secretarial Science or a related field.
- Five years' experience working supervising employees
- Working for a Tribal Court system can be substituted for education.
- Knowledge of legal terminology.
- Must have experience with a database and/or computer systems.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with the Chippewa Cree Law & Order Code.
- Clear background required, must be bondable.
- Indian preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Maintains accurate and timely records.
- Submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Is able to work with stressful situations.
- Forwards paperwork to appropriate person in a timely and efficient manner.
- Works with general supervision.
- Demonstrates good time management.
- Performs detailed work with accuracy.
- Adheres to standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non prescriptive drugs while employed or termination will be enforced.
- **DRUG TESTING:** Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

**POSITION:** Clerk(s) of Court

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Supervisory Clerk of Court

**SUMMARY OF WORK:** This position performs professional, legal, accounting and clerical duties in processing court cases before the Tribal Court and is responsible for the overall supervision and operation of the court.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is responsible for following the Tribal Court Clerk of Court Manual in dealing with court case processing and sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

**Personal Contacts:** Daily contact with the public and coordination of duties with the three Tribal Judges, Tribal Prosecutor, tribal court employees, tribal members, and other public service agencies.

**Supervision Received:** Daily instructions and supervision by Court Administrator.

**Supervision Exercised:** Clerks of Court, Process Server and Bailiff/Janitor

**Essential Functions:** This position requires ability to receive and process court cases, keep records and maintain court docket, operate a computer, review written material, communicate, schedule meetings and hearings, type, file and sort, interpret, apply rules and regulations, and handle stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Supervises Assistant Clerk and court staff assigned to clerks office and enforcement of Tribal Court Clerk of Court Manual;
- Renders assistance to the court, tribal police force, and individual tribal members in drafting of: a.) orders, b.) subpoenas, c.) warrants, d.) commitments, e.) any other documents incidental to the lawful function of the Tribal Court;
- Attends and keeps a written record of all court proceedings;
- Administers the oath to witness;
- Maintains standards of confidentiality;
- Collects receipts for fines paid and pays out all fees authorized by regulations;

- Makes an accounting of these fees to the disbursing agent of the Tribe and to the Judicial Commission, Budget Committee and Business Committee;
- Responsible for scheduling of all hearings and contested matters;
- Responsible for court records, certification, and assuring their proper availability to parties;
- Transcribes records through whatever machinery or methods are at the disposal of the Court;
- Responsible for filing and drafting of complaints, render general assistance to the Court;
- Maintains a filing system utilizing a chronological numerical and alphabetized filing system outlined in the Tribal Court Clerk of Court Manual;
- Types correspondence and drafts legal documents;
- Creates and encodes information into the Fullcourt data base including name, dates, charges, disposition, etc.;
- Performs general office duties including receiving all incoming phone calls;
- Operates a fax machines, calculator, recording equipment, and general office equipment;
- Must not use alcohol and/or non prescriptive drugs while employed or termination will be enforced.
- Administers the oath to all witnesses and jury members.
- Notifies all parties of court proceedings in a timely manner following the Chippewa Cree Tribe Law & Order Codes.
- Organizes office cash management procedures such as record bookkeeping using Fullcourt, preparation of collection of child support, fines, filing fees.
- Process of payroll timesheets and disbursement of payroll checks.
- Processes purchase order for requisition of supplies.
- Processes account payables and receivables including purchase orders, check requests, and deposits.
- Will coordinate the activities relating to accounting, fiscal reporting, cash management, fines, and surety and cash bond collections.
- Other duties assigned related to position.

### **JOB REQUIREMENTS:**

**Knowledge:** The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. and *Full Court* data management software; legal terminology; standards regulating confidentiality and release of information; Indian Child Welfare Act, Indian Civil Rights Act, Privacy Act and Freedom of Information Act; legal regulations regarding public records; business English; spelling; composition; grammar; office management; and records management. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

**Skills:** This position requires skills in typing, word processing, maintaining files, and using various office machines which includes 12 key calculator, mail register, typewriter, word processor, fax machine, and shredder.



**Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; perform complex legal work; handles stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; and maintain effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Preferred Paralegal Degree and/or certificate;
- Minimum Associate Degree in Business or Secretarial Science or a related field.
- Five years experience working for a court system or tribal system can be substituted for education.
- Knowledge of legal terminology.
- Must have experience with a database and/or computer systems.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with the Chippewa Cree Law & Order Code.
- Clear background required, must be bondable.
- Indian preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Maintains accurate and timely records.
- Submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Is able to work with stressful situations.
- Forwards paperwork to appropriate person in a timely and efficient manner.
- Works with general supervision.
- Demonstrates good time management.
- Performs detailed work with accuracy.
- Adheres to standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- **DRUG TESTING:** Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

**POSITION:** File Clerk/ Process Server (1 year funding)

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Supervisor Clerk of Court

**SUMMARY OF WORK:** This position performs professional, legal, accounting and clerical duties in processing court cases before the Tribal Court and is responsible for the Criminal court.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is responsible for following the Tribal Court Clerk of Court Manual in dealing with court case processing and sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

**Personal Contacts:** Daily contact with the public and coordination of duties with the three Tribal Judges, Tribal Prosecutor, tribal court employees, tribal members, and other public service agencies.

**Supervision Received:** Daily instructions and supervision by Court Administrator.

**Supervision Exercised:** None

**Essential Functions:** This position requires ability to receive and process court cases, keep records and maintain court docket, operate a computer, review written material, communicate, schedule meetings and hearings, type, file and sort, interpret, apply rules and regulations, and handle stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Serves court papers on residents of the Rocky Boy's Indian Reservation.
- Renders assistance to the clerk of court;
- Responsible for court records, certification, and assuring their proper availability to parties;
- Transcribes records through whatever machinery or methods are at the disposal of the Court;
- Responsible for filing and drafting of complaints, render general assistance to the Court;
- Maintains a filing system utilizing a chronological numerical and alphabetized filing system outlined in the Tribal Court Clerk of Court Manual;
- Performs general office duties including receiving all incoming phone calls;
- Prioritizes workload;

- Operates a fax machines, calculator, recording equipment, and general office equipment;
- Must not use alcohol and/or nonprescription drugs while employed or termination will be enforced.
- Administers the oath to all witnesses and jury members.
- Notifies all parties of court proceedings in a timely manner following the Chippewa Cree Tribe Law & Order Codes.
- Other duties assigned related to position.

### **JOB REQUIREMENTS:**

**Knowledge:** The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. and *Full Court* data management software; legal terminology; standards regulating confidentiality and release of information; Indian Child Welfare Act, Indian Civil Rights Act, Privacy Act and Freedom of Information Act; legal regulations regarding public records; business English; spelling; composition; grammar; office management; and records management. Thorough knowledge and understanding of the Rocky Boy’s Indian Reservation and its people, including Indian traditions and customs.

**Skills:** This position requires skills in typing, word processing, maintaining files, and using various office machines which includes 12 key calculator, mail register, typewriter, word processor, fax machine, and shredder.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; perform complex legal work; handles stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; and maintain effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School Diploma required.
- Preferred Paralegal Degree and/or certificate; or Associate Degree in Business or Secretarial Science or a related field.
- Five years’ experience working for a court system or tribal system can be substituted for education.
- Knowledge of legal terminology.
- Must have experience with a database and/or computer system.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with the Chippewa Cree Law & Order Code.
- Clear background required, must be bondable.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement.

- Must NOT have been convicted of any misdemeanor in the past three years and never been convicted of a felony.
- Must never have been convicted of embezzlement, theft, fraud.
- Indian preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Maintains accurate and timely records.
- Submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Is able to work with stressful situations.
- Forwards paperwork to appropriate person in a timely and efficient manner.
- Works with general supervision.
- Demonstrates good time management.
- Performs detailed work with accuracy.
- Adheres to standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

**POSITION:** Administrative Assistant

**DEPARTMENT:** Tribal Court

**ACCOUNTABLE TO:** Tribal Court Administrator / Executive Director

**SUMMARY OF WORK:** This position performs receptionist and clerical duties in the Clerks' office answering telephones, data collection and management and assists in the overall organization and smooth operation of the Court. Operates multi-line telephone system to answer incoming calls; directs callers to appropriate personnel by performing the following duties; completes a variety of administrative duties. Duties of this position may include, but are not limited to: answering public inquiries for all court staff and directing persons to proper offices. Performing as secretary to the Court Administrator, which may include scheduling conferences, managing and data entry. Communicating with other staff and vendors for supply purchases, equipment maintenance, and building maintenance.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is responsible for sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

**Personal Contacts:** Daily contact with the public, Healing to Wellness Court staff, Tribal personnel, the Tribal Court Administrator and Project Coordinator. Periodically contact with the Judicial Commission.

**Supervision Received:** Daily instructions and supervision by the Court Administrator.

**Essential Functions:** This position requires the ability to gather, compile enter and analyze data, create reports, keep records, operate a computer, review written material, communicate, schedule meetings and hearings, type, file, short, interpret and apply rules and regulations, and handle stressful situations.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Clerks special judge and appellate court cases.
- Renders assistance to tribal police force, and individual tribal members in drafting of: a.) subpoenas, b.) warrants, c.) commitments, d.) any other documents incidental to the lawful function of the Tribal Court.
- Attends and keeps a written record of all court proceedings
- Administers the oath to witness
- Maintains standards of confidentiality
- Collects receipts for fines, bonds and fees.
- Keeps and accurate record of funds received

- Processes appropriate documents for disbursement, routing to the Finance Department for pay out of fees authorized by regulations
- Answers all incoming telephone calls and transfers calls or takes messages for all court staff.
- Takes meeting minutes for the Judicial Commission meetings.
- Maintain standards of confidentiality.
- Maintain a filing system utilizing a numerical and alphabetized filing system.
- Types and files correspondence.
- Perform general office duties such as making copies, faxing documents, etc.
- Operate a fax machine, calculator, recording equipment, copier, computer, and general office equipment.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Monitors visitor access and issues passes when required.
- Updates appointment calendars.
- Receives, sorts, and routes mail; maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Prepares check, purchase order and travel vouchers.
- Collects timesheets to be processed.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents.
- Performs other clerical duties such as filing, photocopying, and collating
- Perform other related duties as required.

## **JOB REQUIREMENTS:**

**Knowledge:** The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. legal terminology; standards regulating confidentiality and release of information; Privacy Act and Freedom of Information Act; legal regulations regarding public records; business English; spelling; composition; grammar; office management; and records management. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

**Skills:** This position requires telephone etiquette skills in typing, word processing, data entry, maintaining files, and using various office machines, which includes 12key calculator, mail register, typewriter, work processor, computer, fax machine, and shredder.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; perform complex legal work; handle stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; establish effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Associates Degree in Secretarial Technology or Science or in a related field.
- Knowledge of legal terminology.
- Two years' experience in secretarial or office management preferred.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Clear background required; must be bondable.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Attend and keep a written record of all court proceedings.
- Administer the oath to witnesses.
- Maintain standards of confidentiality.
- Responsible for court records, certification, and assuring their proper availability to all parties.
- Transcribe records through whatever machinery or methods are at the disposal of the Court.
- Maintain a filing system utilizing a numerical and alphabetized filing system.
- Type correspondence and draft legal documents.
- Create and encode information into a database, including name, dates, charges, disposition, treatment plan, etc.
- Perform general office duties. Prioritize workload.
- Operate a fax machine, calculator, recording equipment, copier, computer, and general office equipment.

- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.





**POSITION:** Court Processor/Server

**DEPARTMENT:** Judicial Department

**ACCOUNTABLE TO:** Supervisory Clerk of Court

**SUMMARY OF WORK:** This position is responsible serving court documents and correspondence for the Chippewa Cree Tribal Courts, Rocky Boy Police Department and Tribal Office Departments.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties of serving documents which requires attention to accuracy, detail, timeliness, and especially confidentiality. The position performs these duties adverse working conditions associated in dealing with disgruntled community members. Must also work during severe weather conditions. This position is subject to on call as required.

**Personal Contacts:** Daily contact with the public and frequent contact with police, judicial and business and administrative department personnel.

**Supervision Received:** General Supervision by the Supervisory Clerk of Court

**Essential Functions:** This position requires the ability to communicate orally and in writing, review written material, understand complex ordinances and laws, exercise good judgment, and make sound decisions; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

Serves documents to the public including; Notice to Appear; Affidavit of Service; Temporary Restraining Order; Civil Complaints; Notice of Continuance; Temporary Custody Order; Warrants; Notice of Hearings; Jury Papers; Subpoena; Notice of Probate; Impound Order and other documents so mandated by the Supervisory Clerk of Court.

- Must familiarize self with the reservation and persons living on the reservation.
- Is required to note suspicious persons/establishments and report these to the supervisor.
- May assist as security within the Courts as requested.
- Serves court papers on residents, writes and files daily activity and offense incident reports to the supervisor.
- Performs other duties relating to law enforcement as may be directed by the Court Administrator.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires considerable knowledge of departmental rules; regulations, policies, and procedures; applicable tribal, state, and federal laws; modern law enforcement principles and practices; and geographical areas of the Rocky Boy's Indian Reservation and residents of the community.

**Skills:** This position requires skills in use of typing, two-way radio operations, departmental vehicles and equipment operation, first aid and CPR techniques.

**Abilities:** This position requires the ability to think quickly and take proper action' deal with situations in a firm and courteous manner; remain calm in stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**EDUCATION AND EXPERIENCE:** The above knowledge, skills and abilities are typically acquired through combination of education and experience equivalent to:

- Minimum High School Diploma or GED;
- Preferred Associate Degree in Criminal Justice or related field.
- Must be capable of passing required training within 60 days of employment.
- Must possess first aid/CPR within 60 days of employment (provided the supervisor has set up the training schedule as required.)
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement.
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Must adhere to the Confidentiality Agreement.
- Must have a valid Montana Driver's License.
- Must be 18 years of age or older.
- Must be in sound physical and mental condition.
- Must pass a physical examination and the Physical Efficiency Test Battery Requirements on an annual basis.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Provides for safety and wellbeing of life and property.
- Remains calm in stressful situations.
- Demonstrates physical strength to perform duties
- Serves documents to residents as required in assigned areas within the jurisdiction of the reservation.
- Adheres to standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non -prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

**POSITION:** Public Defender

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Court Administrator

**SUMMARY OF WORK:** This position will serve as legal defense counsel for members of the Chippewa Cree Tribe who are income eligible to receive services and who have charges filed against them in the Tribal Court involving criminal cases.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position will act as an advocate for the defendant, conduct research, interview, and present evidence and argue cases before the court; responsible for sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

**Personal Contacts:** Daily contact with the public, Tribal Court staff, Chief Judge, Associate Judges, Tribal Prosecutor, tribal members and other public service agencies.

**Supervision Received:** Court Administrator

**Supervision Exercised:** None exercised.

**Essential Functions:** This position requires ability to receive and process court cases, keep records and maintain court docket, operate a computer, review written material, communicate, schedule meetings and hearings, type, file and sort, interpret, apply rules and regulations, and handle stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Counsel tribal members as to their rights.
- Advise tribal members in matters pertaining to their defense.
- Serve as defense counsel.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a working knowledge of the Law & Order Code, Federal and State Laws, Tribal Ordinances, Indian Child Welfare Act of 1978 including human service role, child development and parental bonding, child protection and permanency planning. Fish & Wildlife Code, Corporate Charters, customs of the Chippewa Cree Indian community, criminal and court proceedings, legal office procedures and report writing.

**Skills:** This position requires skills in typing, word processing, maintaining files and using various office machines.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; comprehend written laws and ordinances; perform complex legal work; handle stressful situations; set priorities; work with minimal supervision; maintain effective working relationships with employees, supervisors and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Minimum of Associate Degree in Criminal Justice or related field;
- Knowledge of Tribal, Federal and State Laws including jurisdiction;
- Knowledge of the Rules of the Court;
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence;
- Knowledge of the Indian Child Welfare Act of 1978;
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law & Order Code and Fish & Wildlife Code;
- Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- The public defender shall represent individuals who qualify for the Public Defenders Program utilizing the Application for Public Defender eligibility form.
- Represent defendants accused of crimes in the Chippewa Cree Tribal Court, with written consent of the defendant.
- Representation shall be provided, by the Court assigned Public Defender, at all stages of the proceeding following the filing of a complaint and Notice of Representation.
- The tribal public defender shall take all necessary steps to investigate the facts of each case to make sure each case is fairly presented from the side of the defense.

- Public Defender must provide their clients with the highest quality representation. They are expected to be timely in filing all submission to the court. Using the correct heading and elements required in each filing.
- Provides legal counsel and representation to adults accused of criminal offenses accused of delinquent acts
- Examines evidence and prepares and presents cases for the defense in criminal actions / delinquency actions
- Review police reports
- Draft motions, legal memorandums, and other pleadings
- Conducts client and witness interviews
- File pretrial motions
- Identifies appropriate sentencing alternatives for clients and assists with getting clients into treatment
- Appear in court on a daily basis
- Ability to argue legal positions effectively and persuasively, recognize, formulate and implement viable case defense theories, investigations and litigation strategies
- Ability to communicate effectively both orally and in writing, multi-task, prioritizes assignments, and remains organized.
- Performs assigned duties.
- Maintains accurate and timely records.
- Submits accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Accepts assigned court cases from the Chief Judge.
- Is able to work in stressful situations.
- Forwards documents to appropriate personnel.
- Adheres to standards of confidentiality.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

**POSITION:** Security/Bailiff/Custodian

**DEPARTMENT:** Chippewa Cree Tribal Court

**ACCOUNTABLE TO:** Court Administrator

**SUMMARY OF WORK:** This position performs technical duties in the enforcement of laws, security and assists other officers. Enforces laws and apprehends and arrests violators of the law. This position has numerous contacts with the general public who may be uncooperative and dangerous. Position requires ability to work long hours, changing shifts, holidays and during severe weather conditions. This position requires moderate to extreme levels of physical fitness and stamina to perform the duties of the job. This position performs law enforcement work within the Tribal Court system and sensitive court proceedings along with performing janitor and custodian duties to keep the Tribal Court clean and well maintained. Keep building clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs technical duties in the enforcement of laws, security and assists other officers. Enforces laws and apprehends and arrests violators of the law. This position has numerous contacts with the general public who may be uncooperative and dangerous. Position requires ability to work long hours, changing shifts, holidays and during severe weather conditions. This position requires moderate to extreme levels of physical fitness and stamina to perform the duties of the job.

**Personal Contacts:** Daily contact with the public and frequent contact with other police department personnel.

**Supervision Received:** Immediate and daily supervision from the Supervisory Clerk of Court.

**Essential Functions:** This position requires ability to communicate orally and in writing, review written material, understand complex ordinances and laws, physically apprehend suspects and assists victims, be fair and impartial, exercise good judgment and make sound decisions.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Shall maintain order in court setting.
- Prevents crimes or disturbances and arrests violators during the course of any court proceedings.
- Must familiarize self with the reservation and persons living on the reservation.
- Is required to note suspicious persons/establishments and report these to the supervisor.



- Reports hazards that endanger public safety with the tribal court area.
- Reports to the scene of accidents within the tribal courts area; renders first aid to injured individuals.
- Warns or arrests persons in violation of laws and ordinances during court proceedings.
- Serves court papers to residents when the Court Processor/Server is absent from the Chippewa Cree Tribal Courts; writes and files daily activity and offense incident reports to the supervisor.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Notify supervisor concerning the need for major repairs or additions to building operating systems.
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Performs other duties relating to law enforcement as may be directed by the Court Administrator.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires considerable knowledge of departmental rules, regulations, policies and procedures; applicable Tribal, State and Federal laws, modern law enforcement principles and practices; arrest procedures and techniques; locations within the Reservation boundaries; rights of the accused; rules of evidence; and crime scene investigation. This position must also be knowledgeable on cleaning and maintaining a safe building.

**Skills:** This position requires skills in the use of firearms, typing, radar unit and two-way radio operations, departmental vehicles and equipment operation, First Aid and CPR techniques.

**Abilities:** This position requires the ability to think quickly and take proper action; deal with situations in a firm and courteous manner; remain calm in stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; physically apprehend suspects and assist victims; maintain positive relations with other Government and Law Enforcement Agencies; and establish effective working relationships with fellow employees, supervisors and the public.

### **EDUCATION AND EXPERIENCE:**

- The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:
- High School Diploma or GED.
- Must be capable of passing required training within one year of duty.
- Must possess First Aid/CPR within 60 days of employment.
- Must **not** have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must have a valid Montana Driver's License.
- Must have a Government Driver's License or able to obtain one.
- Must be 18 years or older.
- Must be in sound physical condition.
- Indian preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Provides for safety and wellbeing of life and property.
- Remains calm in stressful situations.
- Maintains security around the Chippewa Cree Tribal Courts.
- Demonstrates physical strength to perform duties.
- Enforces tribal laws and assists tribal police in investigations of alleged crimes.
- Apprehends and arrests violators of the law.

- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.
- Maintains positive relations with the general public and other Government Agencies.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

**POSITION:** Supervisory Adult Probation Officer

**DEPARTMENT:** Judicial Department

**ACCOUNTABLE TO:** Court Administrator

**SUMMARY OF WORK:** This position is responsible for supervising probation/compliance officers, the daily management of the probation department, working closely with offenders and families involving case management and establishing and monitoring sentencing and services as well as other duties listed below.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position manages daily operation of the probation department, enforces compliance with sentencing terms for offenders, conducts and schedules individual needs assessments, directs the collection of data pertinent to individual services such as judicial record, school progress/attendance, health records, etc. Acts in a supervisory capacity to all other Probation/Compliance Officers.

**Personal Contacts:** Daily contact with the all Tribal Departments, adult & offenders, public, court employees, and families, also with community resources such as schools, churches, CDC, Social Services and Law & Order.

**Supervision Received:** Receives general supervision from the Court Administrator.

**Supervision Exercised:** Probation/Compliance Officers

**Essential Functions:** This position must have supervisory and management capabilities, be computer literate, be able to communicate orally and verbally with community members, keep clientele records; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Supervises Probation/Compliance Officers.
- Manages daily operation of Probation Department.
- Conduct intake assessments.
- Scheduled any further assessments necessary to determine individual needs.
- Directs collection of data relating to each participant which is relevant in determining the types of services needed such as judicial record, school progress/attendance, health records, etc.

- Establish a schedule or timeframe for the participant to meet all requirements of the alternative sentence. (e.g. curfew, victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, etc.)
- Establish a set of sanctions which will be imposed for noncompliance to plan.
- Establish a set of incentives for each level of compliance achieved by the participant.
- Establish schedule for family involvement in the counseling, training and progress review.
- Responsible for the development of Probation policies and procedures and methods to insure that appropriate services are provided to each participant.
- May require the scheduling of other resources such as mental health program.
- Ensure individual counseling sessions with the participant are completed on a weekly basis until sufficient progress is recorded.
- Group counseling may include peer, family and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as:
  - Life skills training to include topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training.
  - Responsible for establishing and monitoring of ancillary services to be provided to build competencies. Activities may include:
    - Family strengthening activities
    - Cultural mentoring program
    - Participation in organized activities.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to the measure compliance to alternative sentence activities. Noncompliance will be reported immediately to allow the staffing team to discuss planned sanctions and other corrective actions with the presiding judge.
- Develop and implement Data Base system for baseline information.
- Implement Monthly Reporting system.
- Submit required reports to Court Administrator.
- Incumbent will secure specific participant information/data including eligibility, consents parental consent, release of confidential information forms.
- Responsible for assessments, compliance reports and records regarding each participant's activities while involved in the program.
- Assist with the identification and development of the various agreements with local, state and tribal agencies through coordination with the Drug Court Team.
- Incumbent will provide monthly reports of all project activities, as well as statistical reports of clients served.
- Assist with establishing a referral system.
- Incumbent will participate in the adolescent screening committee meetings, staff meetings and client staffings.
- Incumbent will provide services after regular hours when directed for program purposes.
- Incumbent will refer client families to recreational and cultural activities.
- Incumbent will use the chain of command as stated in program structure.

- Incumbent will ensure diplomacy and professionalism to the growth of the program.
- Incumbent will follow the scope of the work plan for the Adult Healing to Wellness Tribal Program Timetable.
- Other duties assigned by supervisor or Drug Court Team.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires an understanding of the Tribal Law & Order Codes, tribal ordinances, criminal and civil proceedings and computer systems.

**Skills:** This position requires supervisory and management skills. This position also requires skills in data collection and management, reporting, word processing, filing, written and verbal communication skills.

**Abilities:** This position requires the ability to communicate effectively orally and in writing, follow verbal and written instructions, collect and maintain data, complete required reporting functions, maintain confidentiality, use a computer, complete tasks in a timely manner, establish effective working relationships with fellow employees, supervisors and the public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience to:

- High school diploma or GED.
- 2 year degree in related field preferred.
- Must be capable of passing required probation academy training within one year of duty.
- Must possess First Aid/CPR within 60 days of employment.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct.
- Must have a Government Driver’s License or able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Provides for safety and wellbeing of life and property.

- Remains calm in stressful situations.
- Adheres to standards of confidentiality.
- Must have clear background check.
- Must NOT have been convicted of any misdemeanor in the past three years and never been convicted of a felony.
- Must not use alcohol and/or non prescriptive drugs while employed or termination will be enforced.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

**POSITION:** Juvenile Probation Officer

**DEPARTMENT:** Judicial Department

**ACCOUNTABLE TO:** Court Administrator

**SUMMARY OF WORK:** This position is responsible for supervising probation/compliance officers, the daily management of the probation department, working closely with offenders and families involving case management and establishing and monitoring sentencing and services as well as other duties listed below.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position manages daily operation of the probation department, enforces compliance with sentencing terms for offenders, conducts and schedules individual needs assessments, directs the collection of data pertinent to individual services such as judicial record, school progress/attendance, health records, etc. Acts in a supervisory capacity to all other Probation/Compliance Officers.

**Personal Contacts:** Daily contact with the all Tribal Departments, adult & offenders, public, court employees, and families, also with community resources such as schools, churches, CDC, Social Services and Law & Order.

**Supervision Received:** Receives general supervision from Supervisory Probation Officer.

**Supervision Exercised:** None

**Essential Functions:** This position must have case management capabilities, be computer literate, be able to communicate orally and verbally with community members, keep clientele records; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

**AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

- Conduct intake assessments.
- Scheduled any further assessments necessary to determine individual needs.
- Directs collection of data relating to each participant which is relevant in determining the types of services needed such as judicial record, school progress/attendance, health records, etc.
- Establish a schedule or timeframe for the participant to meet all requirements of the alternative sentence. (e.g. curfew, victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, etc.)
- Establish a set of sanctions which will be imposed for noncompliance to plan.
- Establish a set of incentives for each level of compliance achieved by the participant.



- Establish schedule for family involvement in the counseling, training and progress review.
- Responsible for the development of Probation policies and procedures and methods to insure that appropriate services are provided to each participant.
- May require the scheduling of other resources such as mental health program.
- Ensure individual counseling sessions with the participant are completed on a weekly basis until sufficient progress is recorded.
- Group counseling may include peer, family and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as:
  - Life skills training to include topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training.
  - Responsible for establishing and monitoring of ancillary services to be provided to build competencies. Activities may include:
    - Family strengthening activities
    - Cultural mentoring program
    - Participation in organized activities such as the Boy's & Girls Club, and school functions.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to the measure compliance to alternative sentence activities. Noncompliance will be reported immediately to allow the staffing team to discuss planned sanctions and other corrective actions with the presiding judge.
- Develop and implement Data Base system for baseline information.
- Implement Monthly Reporting system.
- Submit required reports to Court Administrator.
- Incumbent will secure specific participant information/data including eligibility, consents parental consent, release of confidential information forms.
- Responsible for assessments, compliance reports and records regarding each participant's activities while involved in the program.
- Assist with the identification and development of the various agreements with local, state and tribal agencies through coordination with the Youth Healing to Wellness Court Team.
- Incumbent will provide monthly reports of all project activities, as well as statistical reports of clients served.
- Assist with establishing a referral system.
- Incumbent will participate in the adolescent screening committee meetings, staff meetings and client staffings.
- Incumbent will provide services after regular hours when directed for program purposes.
- Incumbent will refer client families to recreational and cultural activities.
- Incumbent will use the chain of command as stated in program structure.
- Incumbent will ensure diplomacy and professionalism to the growth of the program.
- Incumbent will follow the scope of the work plan for the Juvenile Healing to Wellness Tribal Program Timetable.
- Other duties assigned by supervisor or Court Administrator.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires an understanding of the Tribal Law & Order Codes, tribal ordinances, criminal and civil proceedings and computer systems.

**Skills:** This position requires supervisory and management skills. This position also requires skills in data collection and management, reporting, word processing, filing, written and verbal communication skills.

**Abilities:** This position requires the ability to communicate effectively orally and in writing, follow verbal and written instructions, collect and maintain data, complete required reporting functions, maintain confidentiality, use a computer, complete tasks in a timely manner, establish effective working relationships with fellow employees, supervisors and the public.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience to:

- High school diploma or GED.
- 2 year degree in related field preferred.
- Must be capable of passing required probation academy training within one year of duty.
- Must possess First Aid/CPR within 60 days of employment.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adheres to the Codes of Conduct.
- Must have a Government Driver's License or able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Provides for safety and wellbeing of life and property.
- Remains calm in stressful situations.
- Adheres to standards of confidentiality.
- Must have clear background check.
- Must NOT have been convicted of any misdemeanor in the past three years and never been convicted of a felony.

- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

**POSITION:** Children’s Court Family Advocate Counselor

**DEPARTMENT:** Judicial

**ACCOUNTABLE TO:** Court Administrator

**SUMMARY OF WORK:** This position performs duties as an advisor and guide for juveniles appearing before the Chippewa Cree Tribal Court.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is responsible for sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public and work under stressful conditions. This position performs counseling duties to juveniles and families. This position must prioritize and complete numerous duties in a limited time frame.

**Personal Contacts:** Daily contact with the public, Tribal Judges, Tribal Prosecutor, tribal court employees, Social Services staff, and other public service agencies.

**Supervision Received:** Daily instruction and supervision by the Court Administrator.

**Essential Functions:** This position requires counseling of juveniles and families, advising them of court proceedings and options, identifying available resources, placement of children, contacting parents/guardians, exploring alternatives, conducts investigations, recommends actions, holds conferences, informs all parties involved, writes up conclusions, reviews child’s progress, files petitions, writes reports, maintains files, review written material, communicates, and deals with stressful situations.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Identifies and develops resources on the Rocky Boy Indian Reservation designed to enhance each Tribal child’s potential as a valuable member of the Tribal community;
- Refrains from testifying against children;
- Places a child in detention **only in the event a Risk Assessment Instrument (RAI) and complaint is completed** in accordance with Section 5.1 of the Law & Order Code or the Children’s Court Orders that a child be taken into custody pursuant to Section 5.2 of the L & O Code;
- Contacts the child’s parent, guardian or custodian immediate and at a recurring effort to inform them that the child has been taken into custody and then releases the child to the parent, guardian or custodian unless detention or shelter care is immediately necessary;
- In the event the child is not released to the parent, guardian, or custodian places the child in detention or shelter care pending the preliminary inquiry;

- In the event the child is not released to the parent, guardian, or custodian explores alternative pre-adjudication custody arrangements and prepares recommendations for temporary care and custody for presentation at the preliminary inquiry;
- Conducts an investigation within 24 hours of the preliminary inquiry or the release of the child to his/her parent, guardian, or custodian to determine whether the interests of the child and the public require that further action be taken;
- Upon the basis of investigation may 1) recommend that no further action be taken; or 2) suggest to the child, his parent, guardian or custodian that they appear for an informal hearing pursuant to Section 5.9 of the L & O Code; or 3) request the Presenting Officer to begin transfer to Adult Tribal Court proceedings pursuant to Section 4.2 of this Code; or 4) recommend that the Presenting Officer file a petition pursuant to Section 5.10 of this Code in the Children's Court to initiate further proceedings.
- Holds informal conferences with the child and the child's parent, guardian or custodian to discuss alternatives to the filing of a petition if: (a) the admitted facts bring the case within the jurisdiction of the Children's Court; and (b) an informal adjustment of the matter would be in the best interest of the child and the Tribe; and (c) the child and his parent, guardian or custodian consent to an informal adjustment with knowledge that the consent is voluntary;
- Notifies the child and the parent, guardian, or custodian of hearing date, time and place;
- Informs the child and his parents, guardian, or custodian of the right to retain counsel by specifically stating, "According to the Indian Civil Rights Act, you have a right to have a lawyer or other person represent you at this hearing. However, you must pay for any fees for such representation."
- Notifies the parties of available services in the event the parties are unable to pay for representation;
- Continues proceedings in the event additional time is need to seek counsel;
- Notifies the child that they may not be a witness against, nor incriminate himself;
- Allow parties to introduce evidence, to be heard on their own behalf, and to examine witnesses;
- Statements made during the informal hearing may **not** be admitted into evidence at an adjudicatory hearing or any proceedings against the child under this Code;
- At the informal hearing (a) may refer the child and the parent, guardian, or custodian to a community agency for needed assistance; or (b) order terms of supervision calculated to assist and benefit the child which regulate the child's activities and which are within the ability of the child to perform; or (c) accept an offer of restitution if voluntarily made by the child; or (d) recommend that the Presenting Officer file a petition pursuant to Section 5.10 of this Code;
- Writes up the conclusions reached at the informal hearing and the disposition agreed to by the parties for remedying the situation;
- Reviews the child's progress every thirty (30) days until 18 years of age;
- After the initial thirty (30) day period, if the Counselor concludes that positive results are not being achieved, recommends that the Presenting Officer file a petition pursuant to Section 5.10;

- Prepares a written report describing all reasonable and appropriate alternative dispositions. The report must contain a specific plan for the care of and assistance to the child calculated to resolve the problems presented in the petition;
- Presents predisposition report to the Children’s Court, the representative and the Presenting Officer at least one (1) day before the dispositional hearing;
- Places a child in shelter care only in the event a complaint is filed in accordance with Section 6.1 of the Code;
- Prepares pre-termination reports;
- Consults with child’s parents and all social services, health, education and other personnel who have had prior professional contacts with the child and his parents, guardian or custodian to determine whether termination of parent right is consistent with the best interests of the child. The counselor may review any of the child’s previous Children’s Court records;
- Prepares written reports containing the professional opinion of all personnel with whom he has consulted. The report shall be presented to the Children’s Court at least two (2) days before the termination hearing;
- Incumbent will staff weekly Children’s Court cases.
- Incumbent will identify and renew partnership agreements to collaborate with all existing resources to coordinate referrals, release of information, services, follow-up, placement and documentation of services provided for Children’s Court.
- Incumbent will develop a systematic action plan to share procedures and reporting methods to optimize performance standards in the delivery of services. This plan will be developed and implemented within 60 to 90 days after the start of the grant
- Incumbent will be responsible for the development of appropriate case records system, procedures for the collection of documents to ensure that each participant’s case record is complete to include court orders, contracts with juvenile offender and families and release of information forms.
- Incumbent will obtain necessary training to coordinate cultural activities and system changes identified as necessary.
- Incumbent will identify and contract with Community Elders/ Cultural Consultants to coordinate cultural social gatherings spiritual ceremonies for offenders and their families to participate in.
- Incumbent will be responsible for the development of a responsive and prompt referral process for juveniles as they enter the judicial system for substance related charges which will include screening contract for admission, history of offenses and determination that the juvenile is clinically appropriate for the program.
- Incumbent Coordinator will develop survey instruments for participants’, community collaborators, community members and support agencies.
- Incumbent will establish an accurate method of providing critical information regarding early identification case processing, assessment results, compliance check to include drug and alcohol testing, and the services provided to participants.
- Incumbent will track client progress and compliance checks to include monitoring drug and alcohol tests.

- Incumbent will review and recommend for purchase an appropriate computer which includes appropriate security measures to allow access to statistical data and entry procedures to ensure an accurate and complete system for the retrieval and storage of pertinent data and program records.
- Incumbent will be responsible for the establishment of FullCourt data set and the Family Advocate / Counselor will record data entry on a regular basis all juvenile demographics and substances related offences, all data related to juvenile crime, age/gender of juvenile offenders, number of rearrests and length of time between arrests and severity of crime that occur on the reservation. The Family Advocate / Counselor will be responsible for tracking the data.
- Incumbent will be responsible for data input from documents included in each participant case file.
- Incumbent will generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Incumbent will establish a report in Fullcourt necessary to collect data on rearrests, reconvictions, and/or incarceration.
- Incumbent will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management instruments.
- Incumbent will develop survey instruments and conduct interviews and collect information from all stakeholders in the program.
- Incumbent will formalize Partnership agreements with human service agencies, community-based organizations and traditional tribal leaders to assist in providing services to address the health, educations, faith, and social needs of program participants.
- Incumbent will develop and implement Full Court Database for Children’s Court juvenile offenders for baseline information.
- Incumbent will review data and implement changes to meet the needs of youth and families in the program.
- Incumbent will identify and develop resources on the Rocky Boy Indian Reservation designed to enhance each Tribal child’s potential as a valuable member of the Tribal community;
- Incumbent will consult with child’s parents and all social services, health, education and other personnel who have had prior professional contacts with the child and his parents, guardian or custodian to determine whether termination of parent right is consistent with the best interests of the child. The counselor may review any of the child’s previous Children’s Court records;
- Incumbent will prepares written reports containing the professional opinion of all personnel with whom she/he has consulted. The report shall be presented to the Children’s Court at least two (2) days before the a hearing;
- Must sign and adhere to the Codes of Conduct for departmental staff.
- If time allows may perform other duties relevant to position.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a working knowledge of Tribal Law and Code, in particular the code as relating to juveniles, the Indian Child Welfare Act of 1978, court proceedings, counseling methods, Privacy Act and Freedom of Information Act with regulations regarding specific requirements for juveniles and standards regarding confidentiality,

**EDUCATION AND EXPERIENCE:**

- Minimum of Associate Degree in Human Services or related field;
- Three years' experience in social work or the judicial process may be substituted for educational requirements;
- Preferably computer literate and typing skills;
- Valid State Montana Driver's License and insurance, in the event transportation is needed for juveniles;
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- Clear background;
- No felony convictions within the past five years and no misdemeanor within the past year;
- Ability to communicate effectively verbally and in writing;
- Report writing skills; ability to work under stressful situations; ability to grasp legal concepts; ability to work cordially and effectively with the staff and public; good organizational skills; record management; must be drug and alcohol free; ability to maintain confidentiality; must be dependable.

Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe. TESTING: Subject to drug testing as outlined in Drug Ordinance 199.



**POSITION:** Project Coordinator–Healing to Wellness Court – ends 3-30-2024

**DEPARTMENT:** Tribal Court

**ACCOUNTABLE TO:** Court Administrator

**SUMMARY OF WORK:** This position shall be responsible for the day to day operations of the Healing to Wellness Drug Court Program. The Coordinator will be responsible for the implementation of the activities in pursuit of the objectives of the proposed project. Adult Drug Court Funded.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is required to operate at a high level of efficiency with constant application of principles and procedures as dictated by the Law and Order Code; Rules of Criminal Procedures; Tribal Constitution, Ordinances, and Resolutions; and Federal and State Laws. This position is on-call 24 hours, may work outside normal office hours, must be capable of handling stress, be self-motivated, and be able to work independently with minimal supervision. Deals with sensitive information which requires adherence to standards of confidentiality.

**Personal Contacts:** Daily contact with the public, Tribal personnel and the Tribal Courts Administrator. Periodic contact with *Healing to Wellness Advisory Team*. Periodic contact with federal officials and personnel.

**Supervision Received:** Under the immediate supervision of the Screening & Assessment Specialist. Also responsible for implementing recommendations of the Advisory Committee. Minimal supervision and instruction; must be self-motivated.

**Essential Functions:** This position requires the ability to communicate orally and in writing, do research, read written material, understand complex laws, attend court, and have good judgment.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Meet weekly with Healing to Wellness Team.
- Will be responsible for the development of appropriate case records system, procedures for the collection of documents to ensure that each participant’s case record is complete.
- Incumbent will be available to travel to required training.
- Incumbent will be responsible for the development of a responsive and prompt referral process for participants which will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Will work with probation officer to track client progress and implement compliance checks.
- Will be responsible for the establishment of FullCourt data set and record data.

- Incumbent will generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management instruments.
- Incumbent will consult with all social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Performs other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** The position requires an extensive working knowledge of the Tribal Constitution and Bylaws, Law and Order Code, Criminal Procedures, Tribal Codes and Ordinances, and Federal Laws. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

**Skills:** This position requires skills in writing; findings of fact; good decision-making capabilities; dispute resolution techniques; good communication, research, and organizational skills.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; keep up-to-date on current laws and regulations; establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor's Degree in Human Services, Counseling, Addictive Services or related field.
- Must possess a minimum of 2 years of related experience.
- Have knowledge of the disease concepts of chemical dependency.
- Have knowledge in physiological and psychological aspect so chemical dependency.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Must possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adhere to code of conduct.

- Must have Driver's License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Operate program in accordance with objective work plans in cooperation with Courts Administrator, program staff, Judicial Commission and *Healing to Wellness Advisory Team*.
- Responsible for the case management of at least 40 families per year in the Healing to Wellness Court.
- Responsible for research, collection, analyzes, and preserves Chippewa Cree Tribal specific methods of healing and alternative dispute resolution.
- Required to travel to numerous SAMHSA Sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serve as resources for the program.
- Conduct community meetings to solicit support and report results of project including coordination with treatment providers
- Establish and maintain an open and progressive working relationship with the by attending *Healing to Wellness Advisory Team* meetings and recording committee actions on the Family Healing to Wellness Court.
- Responsible for following the program budget as adopted and/or amended.
- Implement evaluation system to measure project specific performance outcomes and progress in meeting objectives of the project.
- Responsible to carry out the Program Design and monitor staff performance.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

**POSITION:** Healing to Wellness Drug Court Compliance Officer(s)

**DEPARTMENT:** Tribal Court

**ACCOUNTABLE TO:** Tribal Court Administrator

**SUMMARY OF WORK:** This position is responsible for working with families, involving case management, establishing and monitoring sentences, providing counseling services, and coordination of services with other community agencies. Drug Court & Compact Funded.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is responsible for sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public and work under stressful conditions. The position schedules and conducts family needs assessments; collects data pertinent to services offered such as judicial records, treatment progress, health records, etc.; provides counseling services; coordinates services with treatment providers and other community agencies; and manages a caseload of 40 families.

**Personal Contacts:** Daily contact with the public, Project Coordinator and Tribal court Administrator. Daily contact with clients. Regular contact with *Healing to Wellness Advisory Team*. Periodic contact with federal officials and personnel.

**Supervision Received:** Receives general supervision by the Court Administrator.

**Essential Functions:** This position requires the ability to receive and manage cases, keep records, review written material, communicate, schedule meetings and hearings, communication (oral and written) with participants, maintenance of client records, and computer literacy.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Attend weekly Healing to Wellness Team meetings.
- Impose pre-established sanctions for non-compliance to plan.
- Impose incentives for each level of compliance achieved by the participant.
- Individual counseling sessions with the participant will be required on a weekly basis until sufficient progress is recorded.
- Responsible for compliance report and records regarding each participant's activities while involved in the program.
- Incumbent will provide monthly reports of all project activities as well as statistical reports of clients served.
- Assist with establishing and maintaining a referral system.
- Incumbent will follow the scope of the work plan for the Chippewa Cree Tribe's Adult Healing to Wellness Court timetable.
- Conduct intake and assessment of client families.
- Schedule further assessments necessary to determine individual needs.
- Collect data relating to each participant pertinent to services offered such as judicial records, treatment progress, health records, etc.
- Establish a schedule or time frame for the participant to meet all requirements of the alternative sentence (e.g. victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, treatment services, etc.).

- Establish and enforce a set of sanctions which will be imposed for non-compliance with the plan.
- Establish a set of incentives for each level of compliance and completion achieved by the participants.
- Establish schedule for family involvement in the counseling, training, and progress review.
- Responsible for the development of procedures and methods to insure that appropriate counseling sessions are provided to each participant.
- May require the scheduling of other resources, such as behavioral health.
- Individual counseling sessions with the participants will be required on a weekly basis until sufficient progress is recorded.
- Group counseling may include peer, family, and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as: life skills training, including topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training or community service work sites.
- Responsible for establishing and monitoring of ancillary services to be provided to build competencies, including family strengthening and cultural mentoring activities.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to measure compliance with alternative sentencing activities. Non-compliance will be reported immediately to the Project Coordinator to discuss planned sanctions or other corrective actions, in conjunction with the presiding judge.
- Maintain and enter data on case management into database system.
- Implement monthly reporting system.
- Maintain standards of confidentiality.
- Prioritize workload.
- May be required to travel to numerous SAMHSA-sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serve as resources for the program.
- Establish and maintain an open and progressive working relationship with the *Healing to Wellness Advisory Team* by attending meetings and recording committee actions on the Family Healing to Wellness Court.
- Perform other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. and *Full Court* data management software; legal terminology; standards regulating confidentiality and release of information; and records management. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

**Skills:** This position requires skills in typing, word processing, filing, written and verbal communications skills; organization; case management; and counseling.

**Abilities:** This position requires the ability to communicate effectively orally and in writing;

follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; perform complex legal work; handle stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; complete tasks in a timely manner establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or GED
- Skills in typing, word processing, filing, written and verbal communications skills and using a computer.
- Ability to communicate effectively orally and in writing, follow verbal and written instructions, maintain confidentiality, complete tasks in a timely manner, and establish effective working relationships with follow employees, supervisors and the public.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Most possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adhere to code of conduct.
- Must have Driver's License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Perform other related duties as required.
- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Conduct intake and assessment of client families.
- Schedule further assessments necessary to determine individual needs
- Collect data relating to each participant pertinent to services offered such as judicial

records, treatment progress, health records, etc.

- Establish a schedule or time frame for the participant to meet all requirements of the alternative sentence (e.g. victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, treatment services, etc.).
- Establish and enforce a set of sanctions which will be imposed for non-compliance with the plan.
- Establish a set of incentives for each level of compliance and completion achieved by the participants.
- Establish schedule for family involvement in the counseling, training, and progress review.
- Responsible for the development of procedures and methods to insure that appropriate counseling sessions are provided to each participant.
- May require the scheduling of other resources, such as behavioral health.
- Individual counseling sessions with the participants will be required on a weekly basis until sufficient progress is recorded.
- Group counseling may include peer, family, and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as: life skills training, including topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training or community service work sites.
- Responsible for establishing and monitoring of ancillary services to be provided to build competencies, including family strengthening and cultural mentoring activities.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to measure compliance with alternative sentencing activities. Non-compliance will be reported immediately to the Project Coordinator to discuss planned sanctions or other corrective actions, in conjunction with the presiding judge.
- Maintain and enter data on case management into database system.
- Implement monthly reporting system.
- Maintain standards of confidentiality.
- Prioritize workload.
- May be required to travel to numerous BJA-sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serve as resources for the program.
- Establish and maintain an open and progressive working relationship with the *Healing to Wellness Advisory Team* by attending meetings and recording committee actions on the Family Healing to Wellness Court.
- Perform other related duties as required.

**POSITION:** Project Coordinator–JV Healing to Wellness Court – ends 9-30-2024

**DEPARTMENT:** Tribal Court

**ACCOUNTABLE TO:** Court Administrator

**SUMMARY OF WORK:** This position shall be responsible for the day to day operations of the Juvenile Healing to Wellness Drug Court Program. The Coordinator will be responsible for the implementation of the activities in pursuit of the objectives of the proposed project. DOJ CTAS Juvenile Healing to wellness Drug Court Funded.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position is required to operate at a high level of efficiency with constant application of principles and procedures as dictated by the Law and Order Code; Rules of Criminal Procedures; Tribal Constitution, Ordinances, and Resolutions; and Federal and State Laws. This position is on-call 24 hours, may work outside normal office hours, must be capable of handling stress, be self-motivated, and be able to work independently with minimal supervision. Deals with sensitive information which requires adherence to standards of confidentiality. The Juvenile Healing to Wellness program staff will work toward reducing the recidivism rate of juvenile drug and alcohol related offense by at least 25% by providing substance abuse prevention and treatment services in including collaborative screening and assessment, intervention, treatment monitoring, case management, and aftercare services. The Juveniles Healing to Wellness staff will enhance and strengthen our Tribal Justice system’s ability to secure community safety as it relates to Trial courts and alcohol substance abuse among juveniles. Program staff will develop and enhance one (1) set of Juvenile Healing to Wellness Court policies and procedures, including roles and responsibilities of all team members.

**Personal Contacts:** Daily contact with the public, Tribal personnel and the Tribal Courts Administrator. Regular contact with *Juvenile Healing to Wellness Advisory Team*. Periodic contact with federal officials and personnel.

**Supervision Received:** Under the immediate supervision of the Court Administrator.

**Essential Functions:** This position requires the ability to communicate orally and in writing, does research, read written material, understand complex laws, attend court, and have good judgment.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Meet weekly with Youth Healing to Wellness Team.
- Will be responsible for the development of appropriate case records system, policies, and procedures for the collection of documents to ensure that each participant’s case record is complete.
- Incumbent will be available to travel to required training.
- Incumbent will be responsible for the development of a responsive and prompt referral process for participants who will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Will work with juvenile probation officer to track client progress and implement compliance checks.



- Will be responsible for the establishment of FullCourt data set and record data.
- Incumbent will generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management assessments and monitor instruments.
- Incumbent will consult with all social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Performs other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** The position requires an extensive working knowledge of the Tribal Constitution and Bylaws, Law and Order Code, Children’s Court Procedures, Tribal Codes and Ordinances, and Federal Laws. Thorough knowledge and understanding of the Rocky Boy’s Indian Reservation and its people, including Indian traditions and customs.

**Skills:** This position requires skills in writing; findings of fact; good decision-making capabilities; dispute resolution techniques; good communication, research, and organizational skills.

**Abilities:** This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; keep up-to-date on current laws and regulations; establish effective working relationships with fellow employees, supervisors, and the public.

### **EDUCATION AND EXPERIENCE:**

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor’s Degree in Human Services, Counseling, Addictive Services or related field.
- Must possess a minimum of 2 years of related experience.
- Have knowledge of the disease concepts of chemical dependency.
- Have knowledge in physiological and psychological aspect so chemical dependency.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Most possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adhere to code of conduct.
- Must have Driver’s License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.

- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Operate program in accordance with objective work plans in cooperation with Courts Administrator, program staff, Judicial Commission and *Juvenile Healing to Wellness Advisory Team*.
- Responsible for the case management of youth in the Juvenile Healing to Wellness Court.
- Responsible for research, collection, analyzes, and preserves Chippewa Cree Tribal specific methods of healing and alternative dispute resolution.
- Required to travel to numerous DOJ Sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serves as resources for the program.
- Conduct community meetings to solicit support and report results of project including coordination with treatment providers
- Establish and maintain an open and progressive working relationship with the by attending *Juvenile Healing to Wellness Advisory Team* meetings and recording committee actions on the Children's Court.
- Responsible for following the program budget as adopted and/or amended.
- Implement evaluation system to measure project specific performance outcomes and progress in meeting objectives of the project.
- Responsible to carry out the Program objectives, timelines and grant activities.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.