



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE : Wellness Court Clerk/Coordinator
JUDICIAL BRANCH OF GOVERNMENT : Tribal Court
CLASS : GRANT FUNDED
SALARY : \$16.82/hr., D.O.Q.
OPENING DATE : September 6, 2016
CLOSING DATE : OPEN UNTIL FILLED

POSITION SUMMARY:

The primary function of the Wellness Court Clerk is the preparation and maintenance of all case files in the Wellness Court. The Wellness Court Clerk will also be responsible for coordinating and completing all activities related to grant administration and program administration and operation under the grant and other related duties at the direction of the Wellness Court Judge. The Wellness Court Clerk is supervised by the Hualapai Tribal Court Chief Court Clerk. **THIS IS A PART-TIME GRANT FUNDED POSITION LIMITED TO NOT MORE THAN THREE YEAR'S DURATION AND NO MORE THAN 20 HOURS PER WEEK.** This part-time position is not permanent and does not offer employee benefits.

ESSENTIAL FUNCTIONS:

- Prepare all Wellness Court dockets and current participant files and make them available at all Wellness Court Team staffings and all Wellness Court Convocation Hearings;
- Update file notes relating to each participant's progress in the Wellness Court program, noting any sanctions recommended by the Wellness Court Team during staffing;
- Record actual sanctions given during Wellness Court Convocation Hearings;
- Prepare and distribute to appropriate parties all orders of the Wellness Court Judge;
- Receive and record all payments made to the Wellness Court by participants;
- Keep Wellness Court Judge updated on all fees, fines and other sanctions or requirements imposed upon program participants;
- Provide Wellness Court program participants with necessary forms for entry into the program and coordinate participant submission of all program forms; provide assistance to participants in completing forms as necessary;
- Take notes and prepare minutes of all Convocation Hearings of the Wellness Court;
- Take notes and prepare minutes of all Wellness Court Team meetings/staffings;
- Coordinate and complete all activities related to grant administration and program administration and operation under the grant including but not limited periodic preparing and timely submitting grant reports to DOJ;
- Prepare and submit all necessary forms and documents to Finance Department for requisitions and expenditures for program equipment and supplies;
- Issues bench warrants and detention commitment orders as necessary consistent with requirements of Wellness Court Rules and Procedures and orders of the Wellness Court Judge;
- Maintains professional and technical knowledge by attending educational workshops in and out of state regarding all aspects of Wellness Courts, including procedures, programming, alcohol and substance abuse resources and services, and program/grant administration;

- Attends Tribal Council meetings and other Community meetings and functions as a representative of the Wellness Court to provide information about the Wellness Court;
- Deal tactfully, courteously and effectively with program participants and the public;
- Other duties as assigned by the Wellness Court Judge.

SKILLS REQUIRED:

- Must have a high school diploma or G.E.D;
- Two years' experience or equivalent combination of training, education or experience that demonstrates the potential ability to perform the duties of the Wellness Court Clerk/Coordinator; previous Drug Court or Wellness Court experience PREFERRED;
- Must have experience administering federal grant programs and coordinating grant program activities;
- Good knowledge of court procedures and the Hualapai Law and Order Code, constitution and tribal ordinances and other administrative rules and guidelines;
- Must meet all other requirements for the position of Hualapai Tribal Court Clerk;
- Good knowledge of standard record keeping practices and ability to compile and maintain accurate records of the Wellness Court and Wellness Court proceedings;
- Must be able to establish priorities in completing daily assignments;
- Ability to communicate with other departments and agencies to assist in coordinating Wellness Court programming, services and activities for participants;
- Working knowledge of Windows Operating System (Word, Excel) and other databases and computer programs used by the Wellness Court;
- Must be willing and able to attend local and out-of-state training as directed;
- Must have excellent communication skills;
- Must pass a background check; Must never have been convicted of a felony;
- Ability to maintain strict confidentiality;
- Must have a valid driver license and be able to pass an MVR screening;
- Submit to and pass a pre-employment and random drug/alcohol screening;
- Must be dependable;
- Position may require work beyond regular business hours.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Native American descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities.