



JOB VACANY ANNOUNCEMENT

Job Title: Court Administrator	Department: Tribal Court
Reports to: ICAS Tribal Council	Location: Utqiagvik
Status: Regular, Full-time	Classification: Non-exempt, hourly
Pay Range: Up to \$60.00 per hour, DOE	Supervises: Yes
Posting Date: 2/20/2026	Closing Date: 5/22/2026

THIS IS A GRANT FUNDED POSITION. THE POSITION IS CONTINGENT UPON RECEIPT OF FEDERAL GRANT FUNDS AND IS NOT GUARANTEED BEYOND THE LIFE OF THE GRANT.

Job Summary or Purpose:

The primary responsibility of the position is to develop, revise, and implement policies and procedures for the court system. Maintain up-to-date court forms and case management systems. Develop and maintain a law library for public and judicial use. Collaborate with the Tribal Chief Judge on program needs for education and training.

Duties and Responsibilities:

1. Management and Supervision:

- Supervises court personnel, including clerks, administrative staff, and other support staff.
- Oversees the day-to-day operations of the tribal court.
- Manages and directs the activities of assigned staff, coordinating tasks and projects.
- Ensures efficient and effective court operations.

2. Administrative Duties:

- Prepares and implements the court budget, tracks expenses and revenues.
- Manages the court calendar and docket.
- Ensure case files are processed, managed, and securely stored.
- Maintains up-to-date court forms and case management systems.
- Develop and implement policies and procedures for the court system.
- Oversee court reports, public information, and ensure court documents are processed and filed effectively.
- Maintains a library of laws, regulations, and court decisions.

3. Support to Judges:

- Provides management, support, and assistance to tribal court judges.
- Keeps judges informed about case status, hearings, calendar, and upcoming issues.
- Prepares case files for judges to review and use during hearings.

4. **Other Duties:**

- Manages and collects court fines, fees, and other monetary funds.
- Provides general assistance to the community on court information and court forms.
- Attends meetings and trainings as required.
- Conducts research for court projects, enhancements, and grant opportunities.
- Assists with grant management.
- Develops new court services.
- Monitors court respondents.

Qualifications, Knowledge, and Skills

1. Organizational Skills
2. Ability to manage the court calendar as well as records and files
3. Ability to collect statistical information for reports
4. Professional and personal judgment and discretion
5. Knowledge of principles and practices of court administration
6. Knowledge of court procedures, legal documents, and applicable tribal, state, and federal laws pertaining to tribal courts
7. Proficiency with general office equipment (Computer and word processing skills, spreadsheets, i.e., Microsoft Word, Excel, Outlook, and Full Court).
8. Understanding of the Native Communities of the Arctic Slope
9. Previous experience working for a tribal government

Education, Experience, Certifications, and Licenses Required

1. Undergraduate or graduate level degree from an accredited college or university in court administration, public administration, business, administration, criminal justice, or a J.D.
OR
2. Associate degree in legal administration, Legal Secretary, Paralegal, or the equivalent, plus 2 years of continuous work experience related to clerical and secretarial work equaling such training.
AND
3. Working with budgets and financial matters
4. Experience in justice systems including work in a court or law office.
5. Familiarity with court pleadings and civil procedure, roles of judicial officers, separation of powers within government, and court administration
6. This position requires full compliance with the SOA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability.

Physical Requirements

1. Prolonged periods of sitting at a desk and working on a computer
2. Must be able to lift 50 pounds at times
3. Must be able to access and navigate each department at the organization's facilities

Travel Requirements

1. Travel may be required up to 25% of your time.
2. Travel may be in-state or out-of-state.
3. Mode of travel would be by commercial airplanes (i.e., small aircrafts to large jets), motor vehicle, train or other private or public conveyance.

The Iñupiat Community of the Arctic Slope is an Alcohol and Drug Free Workplace

This job posting reflects the Iñupiat Community of the Arctic Slope's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Iñupiat Community of the Arctic Slope is an at-will employer.

How to Apply:

If you are interested in applying for this position, please contact the Human Resources Department at (907) 852-4227 ext 144 or by email at debbie.benson@icas-nns.gov. You can download an employment application from the ICAS website at [Human Resources - ICAS \(icas-nns.gov\)](#).