



CHOCTAW TRIBAL COURT SYSTEM
MISSISSIPPI BAND OF CHOCTAW INDIANS

CRIMINAL DIVISION
CIVIL DIVISION
PEACEMAKER DIVISION
YOUTH DIVISION

PHONE (601) 650-1658 / FAX (601) 650-1674
P. O. BOX 6012 / CHOCTAW, MS 39350

COURT SERVICES

PHONE (601) 663-7822 / FAX (601) 663-7821
125 RIVER RIDGE CIRCLE / CHOCTAW, MS 39350

JOB ANNOUNCEMENT #131341

POSITION TITLE: Director of Court Services

SALARY: Negotiable

OPENING DATE: OCTOBER 06, 2020 | OCT 06 2020

CLOSING DATE: OCTOBER 20, 2020 OR UNTIL FILLED

SUPERVISOR: Chief Justices of Supreme Court

TYPE OF EMPLOYMENT: Regular Full time

LOCATION: Smith John Judicial Justice Complex

Scope of Service and Effect:

This an administrative and supervisory position. The Director will oversee /direct the daily schedule and duties of both Juvenile and Adult Probation as well as any other ancillary service developed and provided by the Court Tribal Court. The Director will research, identify and implement programs designed as alternatives for Juvenile and ADULT Offenders who would otherwise appear in Choctaw Tribal Court for adjudication and sentencing. This position will stabilize and enhance the efficiency and effectiveness of the Court to both the public in general and the user.

Duties and responsibilities:

1. To research, identify, develop and further utilize alternative (Peacemaker Court, Community Service WORK, Teen Court, etc.) designed to divert adjudicated and non-

adjudicated offenders from further involvement in the Court process. This will include a major emphasis on Grant research and writing.

2. To supervise and direct daily schedules and duties of the Adult and Juvenile Probation Offices, including Youth Court Counselor and other staff positions providing ancillary services to the Courts.
3. To coordinate programs developed by other departments used rehabilitation with both incarceration offenders and release offenders, so as to provide a consistency for them and ensure their return to living responsibly in the community after their release.
4. To further educate the public concerning the workings of the Tribal Court System and their rights as victims and offenders, while learning from the public what specific needs they have concerning the Tribal Court System.
5. To ensure the higher level of cooperation possible with other Court Systems (Federal, State, and Local) thereby providing a continuum of care and service to the offender and the public.

WORK ENVIRONMENT

The Director of Court Services office will be located at the Tribal Court Building. The Programs developed will require many hours in various locations This position requires flexibility and a willingness to adapt to a variety of environment to perform the duties and responsibilities efficiently.

PHYSICAL DEMAND

This position requires long hours and may include night and weekend work. Applicant must be physically capable to travel to various locations. Able to interact in a professional manner in stressful situations.

QUALIFICATIONS:

1. A four (4) year college degree, preferably in administration with a focus in fields of Criminal Justice, Social work or a related field.
2. A minimum of three (3) years of prior experiences in developing and implementing social services or court based programs
3. Strong organizational, management, supervisory and analytical skills, ability to initiate work and follow through to completion on time and accurately.
4. Demonstrate ability and command of the English language, preference for bilingualism in the Choctaw and English language.
5. Must possess a valid driver's license, automobile liability insurance, and reliable transportation.
6. Must complete a successful Criminal background check.
7. Computer skills a must with knowledge of Micro Soft Word, Excel, Power point, and knowledge of basic office machines.

8. Able to write clearly and accurately in order to convey information.
9. Is of good moral character and integrity.
10. Must perform other related duties as assigned by supervisor

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350