



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

JOB ANNOUNCEMENT
TRIBAL COURT COORDINATOR
Full-Time, Temporary, Non-Exempt

The Craig Tribal Association received a grant to explore pursuing a Tribal Court. This position will assist the Tribal Administrator in developing potential Tribal Codes; oversee program budgets; act as the liaison between funding agencies, team members and the Tribal Council; oversee the collection of performance and outcome data for grant requirements; and assist with the development of policies and procedures for a potential Tribal Court. This position is a temporary one (1) year position which may be made permanent if the Tribal Council establishes a Tribal Court at the end of the one (1) year period.

The Tribal Court Coordinator will be directly accountable to Tribal Administrator for the performance of assigned duties and responsibilities.

Minimum Qualifications

1. High School diploma or equivalent.
2. Must have excellent communication skills.
3. Two (2) years' experience or equivalent combination of training, education, or experience that demonstrates the potential ability to perform the duties of Tribal Court Coordinator *preferred*.
4. Demonstrated dependability, maturity and judgment in the performance of duties.
5. Successful applicant must be able to pass a pre-employment drug/alcohol screen and criminal background check.

CLOSING DATE: August 20, 2018 at 4:00 p.m.

Salary Range: \$18-\$22.00/Hr., DOE

Posted: 08/06/2018

By: Anna Guthrie, Administrator

UNDER THE AUTHORITY OF P.L. 93-638, INDIAN PREFERENCE SHALL BE GIVEN TO THE APPLICANT WHO MEETS THE MINIMUM QUALIFICATIONS PURSUANT TO THE CRAIG TRIBAL ASSOCIATION'S PERSONNEL POLICIES AND PROCEDURES.

Applications may be emailed to: tribal.admin@craigtribe.org or brought to:

Craig Tribal Association – Main Office
1330 Craig/Klawock Highway
Craig, Alaska 99921
(907) 826-3996