



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, Non-Exempt

Purpose: The Craig Tribal Association is recruiting for a Tribal Court Coordinator. This position will develop tribal codes, oversee program budgets, apply for funding, program planning, program reporting, grant reporting and assistance with training for the development of the Craig Tribal Court. Is also responsible to maintain accurate and timely records and documentation, and oversee all aspects of the Tribal Court.

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.

Benefits:

- Health Benefit Stipend
- Retirement
- Leave Benefits

Posting Date: May 2, 2024
Closing Date: Open Until Filled
Salary Range: \$18-\$25.00/Hr., DOE

**CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE.
SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-
EMPLOYMENT URINALYSIS AND SUBMIT A CRIMINAL BACKGROUND
CHECK UPON JOB OFFER.**

Applications may be electronically submitted to: tribal.admin@craigtribe.org or drop off at our offices at 505 front street.