

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

Job Title: Court Project Planner  
Department: Tribal Court  
Reports To: Chief Judge  
FLSA Status: Full Time (limited term)  
Prepared By: Chief Judge  
Prepared Date: 11/10/2021  
Approved By: Chief Judge; CEO  
Approved Date: 11/24/2021

**Summary**

Under the general supervision of the Chief Judge, the Court Project planner is responsible for planning, developing, researching, and executing court and justice system projects, including but not limited to a wellness court. Work involves communication and coordination with staff, Tribal departments, and outside agencies; identifying, developing and facilitating relationships with service providers and others involved in the justice system; and identifying and completing all steps necessary for a given project, including data collection and reporting requirements. May serve as a liaison between outside consultants and the court.

**Specific Duties and Responsibilities:**

- Develops plans for projects identified in coordination with court and justice system staff.
- Manages necessary steps toward implementation of projects.
- For each project, researches options, alternatives, and best practices, and presents findings to the court staff or other involved individuals for decision making.
- Researches potential partnerships and collaborations between the court and entities relevant to a project and develops relationships with key individuals.
- Coordinates communication between court, tribal departments, and outside agencies.
- Researches funding opportunities for projects and assists in developing funding requests.
- Identifies reporting metrics and designs systems for collecting required information for reporting.
- Collects and maintains data and/or other required reporting elements, as required for each project and/or funding source.
- Attends seminars, workshops, and training sessions relevant to the position.
- Performs other duties as required.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Confidentiality - *Must* have the ability to maintain confidentiality as per local, state and federal laws. Employee will be required to sign a confidentiality agreement.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Analytical - Synthesizes complex or diverse information; Designs work flows and procedures.

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Must be able to attend meetings, drive a motor vehicle, and conduct business outside the Trinidad Rancheria.

Minimum Qualifications:

- Bachelor's degree in criminal justice, social work, or other pertinent field and two years relevant work experience including project management; or equivalent combination of education and experience.

- Interest in criminal justice systems alternatives; preferred knowledge of wellness courts.
- Excellent communication skills.
- Familiarity with common office software and technology.
- Knowledge of the community, available resources, and potential partner agencies.
- Must be alert, personable, and attentive to detail and have a good memory.
- Must be able to think clearly and perform well in stressful situations with or without supervision.
- Establish and maintain an effective working relationship with co-workers, tribal employees and general public.
- Must possess a valid California Driver's License. No DWI/DUI convictions within the past five (5) years.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

Signature: \_\_\_\_\_

Date \_\_\_\_\_