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| **Job Title:** | Tribal Justice System Coordinator | **Posting Date:** | | 03/14/2024 | **Closing Date:** | Open Until Filled |
| **Department:** | Tribal Court | **Status:** | Full-Time | | | |
| **Location:** | Anadarko, OK | | | | | |

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| * Valid Oklahoma Driver License | * 2 years satisfactory performance in a related position |
| * Pass drug testing requirements |
| * Pass Background Check Per P.L. 101-630 |

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| Name  **Where to Apply:** | Address | Phone Number | Fax Number | Email Address |
| Delaware Nation  Human Resources Dept. | PO Box 825  Anadarko, OK 73005 | (405)247-2448  Ext. 1102 | (405)247-9393 | arodriguez@delawarenation-nsn.gov |

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

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**Qualifications:**

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| 1. Must have High School Diploma or GED | 4. Collaborative management style and knowledge of court, management, accounting, and budget procedures |
| 1. Bachelor’s Degree in criminal justice, social work, business administration, or similar field preferred | 5. Excellent time management, organization, and follow-through skills are essential |
| 1. Ability to communicate effectively and good public presentation skills | 6. Familiarity with Indian Law and Public Law 83-280 |

The Tribal Justice System Coordinator is responsible for planning and establishing sound practices of the Tribal Court under the supervision of the Tribal Court Clerk. Assists in determining short- and long-term planning and goals for the Tribal Court and the Court of Appeals.

**To apply submit the following:**

* A current Delaware Nation Employment Application and Resume
* A Certificate of Degree of Indian Blood (CDIB), if applicable
* Current Valid Oklahoma Driver License
* Other Documents Deemed Applicable

**Position Summary:**

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

**Delaware Nation**

**Vacancy Announcement**