

## **Job Description**

**Position title:** Tribal Judge

### **Summary of Duties and Responsibilities:**

The Judge is responsible for deciding judicial matters within the jurisdiction of the Tribe's codes, ordinances, regulations, and applicable Federal and local laws. In addition to the responsibilities listed below, the Judge is responsible for protecting and enhancing the Tribe's sovereignty and must conduct himself/herself according to the highest ethical standards of their oath of office. The Tribal Judge shall be appointed at the discretion of the Tribal Council or its designee. Responsibilities may also include some administrative operations of the Tribal Court and supervision of Court employees, including case management and the timeliness of judgments and orders.

### **Qualifications:**

- Knowledge of the tribal customs, traditions, and decision-making processes of the Tribe.
- Demonstrated experience with tribal law, federal Indian law, and principles of tribal sovereignty and jurisdiction is preferred.
- The ideal candidate will have past experience as a tribal judge in a tribal justice system.
- Outstanding interpersonal skills and experience supervising other professionals.
- Prior experience in accounting and administering budgets and working with court related computer programs is preferred.

### **Responsibilities:**

- Prepare and issue all necessary written orders, findings of fact, and conclusions of law, judgment orders, and opinions in a timely manner.
- Establish and maintain appropriate rules of court.
- Hear scheduled cases at the Tribal Court, using the Tribe's applicable codes and laws, adjudicating matters and entering decisions on the record.
- Assist the Tribal Court Clerks and/or administrator with effective maintenance of court records and improving court-filing procedures.
- Manage special projects as assigned.
- Assist in developing and implementing policies and procedures that are complementary to current Court policies and, where the Court has not determined standards or policy, consistent with the Tribe's culture and traditions.

- Maintain adequacy of calendaring of court dockets and make recommendations for improvement as appropriate.
- Must be able to attend training for court procedures as deemed necessary.
- Must be willing to learn legal terminology.

Must be free of substance abuse for the past three (3) years and while employed. Any abuse of alcohol or drugs on or off duty by employee shall be cause for discipline, including termination.

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.