



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE : ASSOCIATE JUDGE
DEPARTMENT : JUDICIAL SERVICES
CLASS : FULL-TIME/ COUNCIL APPOINTED
SALARY : D.O.E.
OPENING DATE : JULY 18, 2011
CLOSING DATE : AUGUST 9, 2011

POSITION SUMMARY:

THE ASSOCIATE JUDGE WILL ASSIST THE CHIEF JUDGE AND PRESIDE OVER CASES AS NECESSARY UNDER THE HUALAPAI TRIBAL JUDICIAL BRANCH OF GOVERNMENT. THIS IS A TWO YEAR APPOINTMENT BY THE HUALAPAI TRIBAL COUNCIL.

ESSENTIAL FUNCTIONS:

- WILL ASSIST AS NECESSARY, IN ISSUING BENCH WARRANTS, SEARCH WARRANTS, SUBPOENAS, COURT ORDERS, JUDGMENTS, AND OTHER DOCUMENTS AS REQUESTED BY THE CHIEF JUDGE;
- WILL CARRY OUT THE FUNCTIONS OF THE CHIEF JUDGE WHEN NECESSARY I.E., HEARING CIVIL AND CRIMINAL COURT CASES;
- WILL BE RESPONSIBLE FOR ALL NOTES, FILES AND DOCUMENTATION USED FOR COURT HEARINGS AND RESEARCH OF CASES THE ASSOCIATE JUDGE HAS SERVED ON;
- MUST BE ABLE TO INTERPRET AND ABIDE BY THE HUALAPAI LAW AND ORDER CODE;
- WILL ASSIST IN BUDGETARY MATTERS OF THE COURT I.E. BUDGET DEVELOPMENT, EXPENDITURES, ETC.

SKILLS REQUIRED:

- MUST HAVE A HIGH SCHOOL DIPLOMA OR G.E.D, ASSOCIATE DEGREE IN LAW RELATED FIELD IS PREFERABLE;
- MUST HAVE EXPERIENCE WORKING IN A COURT SYSTEM;
- MUST BE FAMILIAR WITH THE HUALAPAI LAW AND ORDER CODE AND TRIBAL ORDINANCES AS THEY APPEAR BEFORE THE TRIBAL COURT;
- MUST NEVER HAVE BEEN CONVICTED OF A FELONY;
- MUST HAVE EXCELLENT COMMUNICATION SKILLS;
- MUST BE AT LEAST 25 YEARS OR OLDER;
- MUST HAVE A VALID DRIVER LICENSE AND BE ABLE TO PASS AN MVR SCREENING;
- SUBMIT TO AND PASS A PRE-EMPLOYMENT AND RANDOM DRUG/ALCOHOL SCREENING.

HOW TO APPLY:

SUBMIT A COMPLETED EMPLOYMENT APPLICATION TO: HUMAN RESOURCES DEPARTMENT, PO Box 179, PEACH SPRINGS, AZ 86434, FAX (928) 769-1191, OR CALL (928) 769-2215/2216 FOR INFORMATION. **TO BE CONSIDERED FOR EMPLOYMENT, THE HUMAN RESOURCES DEPARTMENT MUST RECEIVE A COMPLETED APPLICATION BY 5:00 PM ON THE CLOSING DATE.** A RESUME WILL NOT BE ACCEPTED IN LIEU OF A COMPLETED EMPLOYMENT APPLICATION. **ALL APPLICATIONS AND SUPPORTING DOCUMENTATION SUBMITTED BECOMES THE PROPERTY OF THE HUMAN RESOURCES DEPARTMENT, PLEASE KEEP COPIES FOR YOUR OWN REFERENCE.**

PREFERENCE:

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO AGE, SEX, RACE, NATIONAL ORIGIN, RELIGION, MARITAL STATUS, OR PHYSICAL DISABILITY. **HOWEVER, PREFERENCE WILL BE GIVEN TO QUALIFIED COMMUNITY MEMBERS, TO QUALIFIED PERSONS OF INDIAN DESCENT, THEN TO OTHER QUALIFIED CANDIDATES IN ACCORDANCE WITH PUBLIC LAW 88-355, SECTION 703 (702-71) AND PUBLIC LAW 93-638, SECTION 7B.**

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities