



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE : ASSOCIATE JUDGE
JUDICIAL BRANCH OF GOVERNMENT: TRIBAL COURT
CLASS : COUNCIL APPOINTED
SALARY : D.O.Q
OPENING DATE : AUGUST 15, 2013
CLOSING DATE : SEPTEMBER 26, 2013

POSITION SUMMARY:

THE ASSOCIATE JUDGE WILL PRESIDE OVER CASES AS ASSIGNED BY THE CHIEF JUDGE IN THE HUALAPAI JUDICIAL BRANCH OF GOVERNMENT. THIS IS A TWO YEAR APPOINTMENT MADE BY THE HUALAPAI TRIBAL COUNCIL.

ESSENTIAL FUNCTIONS:

- ASSIST AS NECESSARY, IN ISSUING BENCH WARRANTS, SEARCH WARRANTS, SUBPOENAS, COURT ORDERS, JUDGMENTS, AND OTHER DOCUMENTS AS REQUESTED BY THE CHIEF JUDGE;
- CARRY OUT THE FUNCTIONS OF THE CHIEF JUDGE WHEN NECESSARY I.E., HEARING CIVIL, JUVENILE AND CRIMINAL COURT CASES;
- BE RESPONSIBLE FOR ALL NOTES, FILES AND DOCUMENTATION USED FOR COURT HEARINGS AND RESEARCH OF CASES THE ASSOCIATE JUDGE HAS SERVED ON;
- BE ABLE TO INTERPRET AND ABIDE BY THE HUALAPAI LAW AND ORDER CODE;
- CONDUCT OWN LEGAL RESEARCH.
- RENDERS JUDGMENTS BY WEIGHING ARGUMENTS AND EVIDENCE; STUDY RELEVANT CASES, WRITING AND ANNOUNCING OPINION.
- MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE BY ATTENDING EDUCATIONAL WORKSHOPS IN AND OUT OF STATE.
- DEALS TACTFULLY AND COURTEOUSLY WITH PUBIC.
- OTHER DUTIES AS ASSIGNED BY THE CHIEF JUDGE.

SKILLS REQUIRED:

- MUST HAVE A HIGH SCHOOL DIPLOMA OR G.E.D, ASSOCIATE OR HIGHER DEGREE IN LAW RELATED FIELD IS PREFERABLE;
- MUST HAVE EXPERIENCE WORKING IN A JUDICIAL SYSTEM;
- MUST BE FAMILIAR WITH THE HUALAPAI LAW AND ORDER CODE, CONSTITUTION AND TRIBAL ORDINANCES AND OTHER ADMINISTRATIVE RULES AND GUIDELINES;
- MUST NEVER HAVE BEEN CONVICTED OF A FELONY;
- MUST HAVE EXCELLENT COMMUNICATION SKILLS;
- MUST PASS A BACKGROUND CHECK;
- ABILITY TO MAINTAIN CONFIDENTIALITY;
- ABILITY TO WORK UNDER STRESSFUL AND DEMANDING CONDITIONS;
- MUST POSSESS KNOWLEDGE OF CASE MANAGEMENT;
- 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.
- MUST BE DEPENDABLE.

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 NATIVE AMERICAN 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 ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES