



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE : Wellness Court Judge
JUDICIAL BRANCH OF GOVERNMENT : Tribal Court
CLASS : COUNCIL APPOINTED/GRANT FUNDED
SALARY : \$25.50/hr. - \$28.85/hr., D.O.Q.
OPENING DATE : September 6, 2016
CLOSING DATE : OPEN UNTIL FILLED

POSITION SUMMARY:

The Wellness Court Judge will preside over cases assigned or referred and accepted into the Wellness Court program pursuant to Wellness Court guidelines, rules and procedures. The Wellness Court Judge will also be responsible for coordinating and completing all activities related to grant administration and program administration and operation under the grant. **THIS IS A PART-TIME GRANT FUNDED POSITION LIMITED TO NOT MORE THAN THREE YEARS' DURATION AND NO MORE THAN 20 HOURS PER WEEK.** This part-time position is not permanent and does not offer employee benefits.

ESSENTIAL FUNCTIONS:

- Preside over convocations of the Wellness Court;
- Preside over Wellness Court Team meetings;
- Coordinate and complete all activities related to grant administration and program administration and operation under the grant including but not limited to periodic preparing and timely submitting grant reports to DOJ;
- 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 consistent with requirements of Wellness Court Rules and Procedures;
- Issues bench warrants and detention commitment orders as necessary consistent with requirements of Wellness Court Rules and Procedures;
- Maintains professional and technical knowledge by attending educational workshops in and out of state regarding all aspects of Wellness Courts, including procedures, programming, alcohol and substance abuse resources and services, and program/grant administration;
- Attends Tribal Council meetings and other Community meetings and functions as a representative of the Wellness Court to provide information about the Wellness Court;
- Deals tactfully and courteously with public;
- 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, criminal justice or a related field is preferred;
- Must have experience working in a judicial system, previous Drug Court or Wellness Court experience PREFERRED;

- Must have experience administering federal grant programs and coordinating grant program activities;
- Must be familiar with the Hualapai Law and Order Code, constitution and tribal ordinances and other administrative rules and guidelines;
- Must meet all other qualifications for Tribal Court Associate Judge;
- 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 21 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