



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE : Chief Judge
JUDICIAL BRANCH OF GOVERNMENT : Tribal Court
CLASS : Council Appointed
SALARY : D.O.Q
OPENING DATE : January 17, 2018
CLOSING DATE : February 16, 2018

POSITION SUMMARY:

The Chief Judge is appointed to a two-year term by the Tribal Council and serves as the highest official of the Judicial Branch of the Hualapai Tribal Government. The Chief Judge conducts hearings, trials, and performs other general judicial duties. The Chief Judge is responsible for the efficient and effective operation of the Hualapai Judiciary and proper administration of Justice. The Chief Judge exercises ultimate supervisory authority over the Court Administrator and all court staff also exercises supervision over Associate Judge(s) and pro tem judge(s).

ESSENTIAL FUNCTIONS:

- Oversees the administration of the Judicial Branch, which includes the management of operations, budget planning, and submits annual judicial reports to Tribal Council and funding agencies.
- Exercises independent professional judgment in deciding cases and controversies filed properly before the Tribal Court.
- Oversees associate and pro tem judges and supervises the Chief Court Clerk and Court Administrator.
- Issues warrants of arrest, bench warrants, search warrants, subpoenas, court orders (including formal orders per court of appeals), judgments, commitments and other legal documents as necessary.
- Presides over all cases Civil, Juvenile, criminal cases and other matters arising and applicable to the Hualapai Tribe's Law and Order Code.
- Develop and implement court policy and procedures.
- Assist in developing court procedures, forms and tribal codes.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements which affect the Tribe and the current trends in the legal field.
- Represents the Judicial system before the Tribal Council, Local, County, State and Federal agencies and National meetings.
- Oversees Court Administrator, the two works together to develop, administer, monitor and effectively manage the judicial budget and staff.
- Must be knowledgeable of internet research
- Must have at least basic office skills.

- Attend Tribal Court Management, judicial skills, substantive and procedural legal training and other tribal conferences or training.
- When unavailable only the Associate will act as Chief Judge.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Any person shall be eligible to serve as Chief Judge whether or not he/she is a resident of the Hualapai reservation.
- Knowledge of the Hualapai Law and Order Code, Indian Civil Rights Act, Indian Child Welfare Act, and other ordinances adopted by the Hualapai Tribe.
- Knowledge of Federal, State and Tribal Court procedures which may be useful in hearings and deciding cases.
- Must possess a high school diploma or G.E.D., Jurist Doctorate or related degree is preferred.
- Must be at least 21 years or older and able to make sound judgments without prejudice.
- Must possess good oral and written communication skills.
- Able to maintain confidentiality.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (able to use database).
- Ability to understand and analyze legal issues, principles and doctrines in order to decide cases and controversies.
- Must have experience in management.
- Must successfully pass a criminal background check.
- Must never have been convicted of a felony.
- Has not been convicted of a serious misdemeanor within one (1) year of the date of application, committed on the Reservation or in another jurisdiction.
- Knowledge of Court procedures and analytical techniques and procedures.
- Must have had previous employment in a law related field.
- Must have a valid driver's license and be able to pass an MVR check and criminal background check.
- Submit to and pass a pre-employment and random drug/alcohol screening.
- Must be dependable.
- Must have substantial experience in grant writing and grant management, Education, experience and skills.
- Must be willing and able to work and non-traditional work schedule and non-traditional business hours as business needs require.

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 are available upon request to individuals with disabilities