



AK-CHIN INDIAN COMMUNITY
invites applications for the position of:

Chief Judge

Offering salary may be made between the minimum to midpoint of the posted salary range for this position depending upon qualifications and experience. Employees may progress through the full salary range, subject to their successful performance and annual budget approval.

SALARY:	\$3,634.69 - \$5,452.04 Biweekly \$94,502.00 - \$141,753.00 Annually
JOB TYPE:	FTEXEMPT
OPENING DATE:	10/09/18
CLOSING DATE:	11/09/18 05:00 PM

SUMMARY:

Under general direction and supervision of the Community Council, presides over the Ak-Chin Indian Community Court and administers its overall functions. This is a four year contract position.

MINIMUM QUALIFICATIONS:

Prior experience as a Judge preferred. Adult and juvenile experience equivalent to seven years full-time criminal justice, law enforcement, or closely related work, at least two years of which included supervisory/managerial responsibilities. Juris Doctorate degree from an ABA accredited university. Must be licensed to practice law in the State of Arizona, or acquire Arizona Bar Certification within one (1) year from date of hire. Must have a valid Arizona Driver's License and be able to meet the Community's insurance carrier requirements. Must successfully complete a background check.

EXAMPLES OF DUTIES:

- Presides over adult and juvenile trials, arraignments, and sentencings at the Ak-Chin Indian Community Court, including informing defendants of their rights, charges, and penalties, hearing pleas/motions, setting trial dates, hearing testimony, evaluating the facts of the case to determine guilt/innocence, determining the legal disposition of the case, and imposing the appropriate sentence.
- Reviews/approves pre-trial settlements/agreements.
- Promulgates and recommends for the Council's approval local rules of practice that are consistent with applicable law and which are recommended to facilitate the orderly operation of the Court.
- Creates, reviews, and issues a variety of Court orders/documents, including bench warrants, subpoenas, orders to show cause, and formal decisions.

- Identifies, develops, and recommends for the Council's approval programs that provide alternative methods for the resolution of civil disputes, including promulgating and recommending for the Council's approval rules to govern the alternative dispute resolution programs so developed.
- Identifies, develops, and recommends for the Council's approval diversion programs for adult and juvenile offenders for purposes of rehabilitation, including promulgating and recommending for the Council's approval rules to govern any diversion programs approved.
- Manages the Juvenile Court procedures in accordance to the Community's Children's Code.
- Trains/coordinates professional development of subordinate staff.
- Reviews/evaluates staff annually.
- Develops/administers the Judicial Tribal Court Services Department budget.
- Reviews Court policies/procedures and recommends to the Council any amendments necessary to ensure the efficient operation of the Court.
- Ensures all individuals, attorneys, and advocates or legal practitioners practicing within the Ak-Chin Indian Community meet the Qualifications to Practice Law of the Community.
- Makes regular and special assignments of the Associate Judge, pro tem judges, including the assignments of cases.
- Exercises general supervision over all Court personnel.
- Collaborates with the Human Resources Department to prescribe the powers and duties of the Clerk of the Court, in addition to those as may be prescribed by law.
- Other job related duties as assigned.

OTHER REQUIREMENTS:

- Must adhere to the Ak-Chin Indian Community Law & Order Code.
- Knowledge of the Arizona Revised Statutes and other State, County, and Federal laws/ordinances, and Indian case law.
- Knowledge of legal reference resource materials.
- Ability to quickly acquire knowledge of the culture, customs, and traditions of the Ak-Chin Indian Community.
- Knowledge of general adult and juvenile judicial proceedings and processes, including arraignment, conducting trials, deciding points of law, and determining appropriate sentences.
- Knowledge of general Court operations, policies, and procedures.
- Knowledge of general criminal justice system operations.
- Knowledge of general office administration/management principles and practices, including budgeting and employee supervision and training.
- Knowledge of the information/documents to be contained in Court records/case files.
- Skill in establishing and maintaining effective working relationships with other criminal justice system staff, Community officials, offenders from all socio-economic backgrounds, other Court staff, attorneys, and the public.
- Skill in evaluating the facts of a case and determining the appropriate actions to be taken.
- Skill in preparing a variety of narrative and statistical reports, including summaries of Court activities.
- Skill in interpreting and applying complex laws, statutes, ordinances of the Ak-Chin Indian Community, State, County, and Federal governments and agencies.
- Skill in listening to a variety of court cases with impartiality.
- Skill in planning, coordinating, and reviewing the work of subordinate staff.
- Skill in preparing a variety of narrative and statistical reports, including budgets and summaries of Court activities.

Hiring Preference: The Ak-Chin Indian Community affords Indian Preference and Veterans' preference. In applying Indian Preference, preference will be given to qualified Community members, then to qualified Native Americans, and then other qualified candidates. Except as otherwise stated herein, all candidates will receive consideration without regard to race, color, sex, age, disability, religion, national origin, or other non-merit factor.

Applicants wishing to claim Indian Preference must submit a Certificate of Indian Blood or proof of tribal enrollment. All applicants wishing to claim Veterans' Preference must submit a copy of a certified Department of Defense DD Form 214 Certificate of Release or Discharge from Active Duty. Documentation must be received by the Ak-Chin HR department by the position closing date. Proof may be submitted through the following methods 1) scan and add as an attachment to your electronic application 2) fax (520) 568-1051 or 3) mail or hand deliver to the Human Resource Department.

Late and incomplete applications will not be considered.

The Ak-Chin Indian Community is a smoke-free and drug-free workplace.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://ak-chin.nsn.us>

Position #18-00074
CHIEF JUDGE
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42507 W. Peters & Nall Road
Maricopa, AZ 85238
520/568-1050
