

## THE TULALIP TRIBES

### Job Description

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

**Job Title:** Associate Judge

**Tribal Department:** Tribal Court

**Tribal Division:** Tulalip Tribes Administration

**Job Summary:** To provide a full range of judicial services by hearing cases in the trial court regarding, but not limited to such issues as, criminal, civil, fishing, hunting, youth dependency, traffic, housing, and gaming.

**Employee Classification:** Exempt

**Background Tier Classification:** Tier II

**Safety Sensitive Classification:** Non-Safety Sensitive

**Compensation:** Rate of pay will be the same as the RTA which is approved by the Budget Coordinator

**Education:**

- Must be either a judge from any Federally-recognized tribe, licensed to practice before the Washington State Bar Association, or any other qualified person appointed by the Tribal Board of Directors, or possess a Juris Doctorate from an accredited law school.

**Experience:**

- 2-5 years minimum of judicial experience required with a solid knowledge of tribal court systems, criminal justice and civil law experience.
- 5 years experience with Federal Indian law and tribal law.
- 1 year knowledge or experience with Drug/Wellness Court training and requirements preferred.
- 1 experience conducting jury trials.

**Skills Testing:** Not applicable.

**Prerequisites:**

- Must be either a judge from any Federally-recognized tribe, licensed to practice before the Washington State Bar Association, or any other qualified person appointed by the Tribal Board of Directors, or possess a Juris Doctorate from an accredited law school.
- Must not have been convicted of a felony ever in any Federal or State court or of a Class E offense under Tulalip Tribal law
- Must not within the previous 5 years been convicted of a misdemeanor in any Tribal, Federal or State court.
- Must be of high moral character and never been convicted of an offense involving moral turpitude ever.
- Be over the age of 25 years of age.
- Be a member in good standing of the Tulalip Bar and not have had any disciplinary findings by the tribal or state bar association.
- To be eligible to serve as a Chief Judge of the Tribal Court, a person must also possess administrative experience in addition to the requirements included in this section.

**Job Requirements:**

- Solid knowledge of tribal court systems, criminal justice and civil law experience required.
- Familiarity with and sensitivity to, Indian reservation communities required.

- Knowledge or experience with Drug/Wellness Court training and requirements preferred.
- Experience conducting jury trials.
- Felony-level criminal experience preferred but not required.
- Must be able to attend training for court procedures as deemed necessary by supervisor.
- Must be willing to learn Odyssey, the courts case management system.
- All candidates will be subjected to a background investigation to produce evidence regarding employment suitability and cannot have any criminal back record within the last 5 years nor have any pending charges of any kind.

**Physical Ability:**

- Manual and finger dexterity operation of switchboard, headset, office machines, and routine paperwork.
- Tolerance to be exposed to a computer screen for prolonged periods of time.
- Stamina to sit, stand and/or walk for prolonged periods of time.
- Ability to reach, bend, stoop, and lift up to 25 pounds occasionally.

**This Employee Reports to:** Chief Judge; and, the Court Director for administrative purposes.

**Employee Supervises:** Not applicable.

**Extent of Job Authority:** Hear scheduled cases at the Tulalip Tribal Court, using Tribes' applicable codes and laws, adjudicating matters and entering decisions on the record. Assist the Tribal Court Clerks and administrator with effective maintenance of court records and improving court-filing procedures. Participate in trainings to improve skills applicable to the function of Judge. Participate in trainings to improve skills applicable to the function of Judge. Abide by applicable Tribal Code governing Judicial Conduct and Authority.

**Specific Duties Performed:**

1. Prepare and issue all necessary written orders, findings of fact, and conclusions of law, judgment orders, and opinions in a timely manner.
2. Provide legal research and writing when necessary for the decision in a case in a timely manner.
3. Facilitate development of alternatives to trial for resolution of dispute.
4. Manage special projects as assigned by the Chief Judge.
5. Assist in developing and implementing policies and procedures that are complementary to current Court policies and, where the Court has not determined standards or policy, consistent with the Tribe's culture and traditions.
6. Maintain adequacy of calendaring of court dockets and make recommendations for improvement as appropriate.
7. Participate in working groups to enhance the justice system of the Tribes.
9. Insures all compliance with Tulalip Tribal laws.
10. Be available 24-7 to sign Search Warrants

**Terms of Employment:** This is a regular Full-Time position requiring 32 hours per week or 1664 hours per year.