

JOB OPENING ANNOUNCEMENT

Job Title: Chief Judge

Report To: Tribal Court

Department: Tribal Court

Job Vacancy: YAN-24-046

Status: Full-Time; Two-Year Term

Starting Wage: DOE

Opening Date: 4/22/2024

Closing Date: 5/10/2024

POSITION DESCRIPTION:

The Chief Judge presides over and ensures proper operation of the Yavapai-Apache Nation Tribal Court. The Chief Judge is the primary Judicial Officer of the Tribal Court and is the administrator of the Nation's Tribal Court.

QUALIFICATIONS:

The Minimum Qualifications for Judges of the Tribal Court are established by Ordinance adopted by the Tribal Council as authorized under the Constitution of the Yavapai-Apache Nation. Section 111 of the Nation's Judicial Code sets out the minimum qualifications of judges of the Tribal Courts. A judge shall:

- Be either in order of preference:
 - An attorney,
 - An Indian graduate of an approved law school,
 - A lay advocate who has regularly practiced before the Court as a member of the Bar of the Court for a period of five (5) years, or
 - An Indian graduate of a paralegal program approved by the American Bar Association;
- Have demonstrated moral integrity and fairness in his/her business, public and private life;
- Have never been convicted of a felony and have not been convicted of any misdemeanor offense, except traffic offenses, for a period of five (5) years preceding appointment;
- Have regularly abstained from the excessive use of alcohol and any use of illegal drugs;
- Not be less than twenty-five (25) years of age;
- Cannot be a member of the Nation's Legislative Branch or serve on any of the Nation's Boards; and
- If not an attorney or law graduate, must have completed at least thirty (30) semester credit hours at an accredited college or university, or at least two (2) years of previous experience as a judicial officer for a Tribal Court.

In addition to the Minimum Qualifications, the following additional qualifications are preferred:

- Licensed attorney in good standing;
- Three (3) years full-time and/or equivalent judicial experience;
- Two (2) years judicial administrative experience;
- Supervisory/personnel management experience;
- Experience in Tribal Courts;

- Knowledge of Tribal and Federal Indian Law and familiarity with Tribal communities;
- Possess a high level of competence and ability to apply principles of law to the particular factual circumstances presented in cases coming before the Court;
- Excellent verbal, writing and communications skills;
- Ability to manage courtroom and specialty court staffing;
- Sound judicial temperament;
- Ability to use computers and good PC skills in Microsoft Word, Microsoft Excel and Access;
- Ability to make effective presentations and explain the legal reasoning in controversial or complex topics;
- Have the capacity to remain open-minded;
- Manage case workload efficiently;
- Respect peers and all persons appearing before the court;
- Must have a valid Arizona Driver's License and be insurable under the Nation's auto insurance policy and maintain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Exercises the duties and powers of a judge of the Tribal Court;
- Oversees the administration of the Judicial Branch, including management of operations, planning, and submission of annual judicial budget, maintenance of records and case files;
- Supervises associate and pro-tem judge(s), court administrator, and clerical personnel and establishes work procedures to insure a smooth and efficient operation of the Court;
- Assigns cases to associate and pro-tem judges;
- Presides over all cases, civil and criminal, including domestic relations, dependency, landlord tenant, juvenile, exclusion, probate, specialty court and other matters arising under the Constitution and laws of the Yavapai-Apache Nation;
- Issues warrants of arrest, bench warrants, search warrants, subpoenas, temporary restraining orders, protection orders, and other legal documents;
- Manages cases, including hearings, motions, and rulings, on a timely basis;
- Prepares written opinions, orders and other court directives on a timely basis;
- Maintains and schedules court calendar for judges;
- Develops and implements court policy and procedures;
- Provides reports to Nation's Tribal Council on the judicial branch;
- Represents the judicial branch before the Tribal Council, local, county, state, federal agencies and national meetings;
- Facilitates the development and use of alternative and informal procedures in the resolution of disputes;
- Remains current on relevant law matters including attending continuing legal education courses;
- Conducts, maintains and provides training for the Court personnel;
- Adheres to rules of Judicial Ethics.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit or stand; talk or hear; walk; use hands and fingers; and handle or operate objects, tools or controls.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

