



Colorado River Indian Tribes

Associate Tribal Judge

Job description:

NOTICE

All CRIT job vacancies have a TWO-PART application process. Submission of your resume on Indeed is STEP ONE. You will receive a confirmation email in the following days after submission to your INDEED EMAIL ADDRESS. That email attachment contains the application of the Colorado River Indian Tribes. THIS IS STEP TWO. You will need to fill it out in its entirety, please list ALL JOBS applied for on Indeed and return via email to the same address. Please be sure your application is signed and all fields are complete. Any questions, please call 928-669-1320.

ASSOCIATE TRIBAL JUDGE

Purpose

To actively support and uphold the Colorado River Indian Tribes stated mission and values. To perform professional judicial duties in interpreting and applying the tribal, state, and federal laws. The Associate Tribal Judge shall perform duties as set forth in the Colorado River Indian Tribes Constitution and the CRIT Law and Order Code.

Supervision Received and Exercised:

- Receives general direction from the Chief Judge or from other supervisory or management staff.
- Provides direction to Courtroom staff.

PRIMARY DUTIES AND RESPONSIBILITIES *include the following:*

- Handles, presides over and adjudicates all criminal, civil, juvenile, traffic and fish & game cases and litigation as assigned by the Chief Judge.
- Hears cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments and decision. Conducts legal research and issues memoranda of decision within the timelines established by tribal law.
- Prepares, issues and/or submits reports, letters, memorandum and similar types of correspondence and communications with the Chief Judge, Court personnel, litigants, parties to cases, attorneys, legal counsel, CRIT Tribal administration personnel.
- Issues orders, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court.
- Performs legal, judicial and administrative duties associated with and furtherance of the performance of the duties stated in paragraph one above.
- Provides administrative direction to court staff in connection with and furtherance of the performance of the duties stated in paragraph one above.
- Attends training, staff meetings and meetings with CRIT tribal government representatives, State, County and Federal County government representatives, and the CRIT general public as directed and/or authorized by the Chief Judge.
- Performs other duties that may be assigned by the Chief Judge.

- Creates, adopts, develops and implements appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.
- At the direction and with the assistance of the Chief Judge, may assist the Chief Judge with the following: (a) interviewing, hiring, and training court employees; (b) planning, assigning, and directing work of court employees, (c) appraising performance; rewarding and disciplining employees and (d) addressing complaints and resolving problems.
- The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

QUALIFICATIONS *must meet the following minimum qualifications:*

- Must be twenty-five (25) years of age or older.
- Must possess substantial legal education or experience to perform the duties and responsibilities listed above.
- Must possess knowledge of CRIT Tribal laws, court rules and procedures, and applicable federal statutes such as the Indian Civil Rights Act (ICRA), Indian Child Welfare Act (ICWA) and Violence Against Women Act (VAWA).
- Must have the ability to understand and apply appropriately the laws and rules of the CRIT Tribe with impartiality; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships with employees, attorneys and advocates, parties to cases and the general public.
- Must be competent to perform all the duties of the position; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
- Must not have been convicted of a felony, or of a misdemeanor or other criminal offense involving dishonesty or moral turpitude with the last five years, in any Federal, Tribal or State Court.

EDUCATION REQUIREMENTS, SKILLS & ABILITIES

- Must possess substantial legal education or experience, as determined by the CRIT Tribal Council that enables the applicant to perform the PRIMARY DUTIES AND RESPONSIBILITIES listed above.
- Ability to read and analyze, interpret and apply in written form the CRIT Tribal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals).
- Skill in use of office computers, word processing and office computer software, office machine usage, office copier and other similar office equipment to the extent that the applicant's use of such technical skills satisfies and meets the PRIMARY DUTIES AND RESPONSIBILITIES listed above.
- Ability to solve legal matters, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities.

EXPERIENCE AND TRAINING GUIDELINES

- Any combination of experience and training that would likely provide the required knowledge and
- Abilities are qualifying; The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:
- An LLB or JD, judicial and trial experience is preferred.

- The chief judge of the tribal court and such other judges as deemed necessary shall be appointed by the tribal council. The length of term of office for such judges shall be a minimum of four (4) years as determined by the tribal council.