

<b>Position Available:</b>	<b>APPELLATE JUSTICES (3 Appointments)</b>
<b>Department:</b>	Tribal Court
<b>Location:</b>	Administrative Offices
<b>Reports to:</b>	<b>Tribal Council</b>
<b>Status:</b>	<b>Part-Time / Contractual</b>
<b>Salary:</b>	<b>Negotiable</b>
<b>Open:</b>	<b>August 21, 2013</b>
<b>Closes:</b>	<b>Open Until Filled</b>



### **SUMMARY**

*The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians (Gun Lake Tribe) is seeking three (3) Appellate Justices to serve as the Court of Appeals body of the Tribe. The authority of the Match-E-Be-Nash-She-Wish Band of Pottawatomi/Gun Lake Tribal Court of Appeals is defined by Gun Lake Tribal Judicial Ordinance. The Court of Appeals has jurisdiction to hear all appeals arising from Tribal Court decisions or proceedings.*

*The Court of Appeals shall consist of three (3) Justices, each appointed by majority vote of the Tribal Council at a meeting at which a required quorum plus one additional Tribal Council member is present. At least two (2) of those Justices shall be attorneys who are or have been licensed to practice law before the courts of a state in the United States and who have not been disbarred from practicing law in any tribal, federal, or state court, provided, however, that if a person has been disbarred but later reinstated, such person shall be eligible. The other Justice shall be either a registered voter of the Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians or an attorney who is, or has been, licensed to practice law before the courts of a state in the United States and who has not been disbarred from practicing law in any tribal, federal, or state court, provided, however, that if a person has been disbarred but later reinstated, such person shall be eligible. No Court of Appeals Justice may sit simultaneously as a Tribal Court Judge. Each Court of Appeals Justice shall be at least twenty-five (25) years of age.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

- *Preside over all appeals filed in the Gun Lake Tribe Court of Appeals;*
- *Arrange meetings of the Court of Appeals to determine and coordinate the implementation of plans designed to further judicial objectives and goals;*
- *Assist with the development of Tribal Judiciary Rules, Ordinances, forms, templates, and processes when deemed appropriate;*
- *Maintains the integrity of the Appellate Court of Appeals and its separate legal identity under Tribal Law;*
- *Maintains confidentiality in all matters of the Courts, Tribal Records and the Tribe;*
- *Oversee and direct the performance of the Clerk of Court of Appeals;*
- *Other duties as assigned.*

### **MINIMUM REQUIRED QUALIFICATIONS/EXPERIENCE**

*Juris Doctorate Degree (not required for Tribal Citizens). Minimum of five (5) years' experience in the practice of Indian law and/or working with tribal communities preferred. Knowledge of Indian culture and traditions is preferred.*

*Per the Gun Lake Judicial Ordinance, any person shall be eligible to serve as an Appellate Justice only if he/she:*

- *Is a member of the Gun Lake Tribe who has attained the age of twenty-five (25) years or is an attorney licensed to practice before the courts of a state in the United States; and,*
- *Has not been convicted of a felony or have been permanently disbarred by any jurisdiction.*

### **OTHER PREFERRED SKILLS AND ABILITIES**

- Ability to understand, gain knowledge and incorporate Pottawatomi values, culture and customs into the decision making process;
- Knowledge and familiarity with the laws of the Gun Lake Tribe;
- Extensive knowledge in civil, juvenile, criminal and child welfare proceedings;
- Advanced knowledge of applicable law, regulations, rules, and procedures;
- Excellent verbal and written communication skills;
- Excellent interpersonal skills with demonstrated patience, tact and respect;
- Exceptional detail and follow-up skills;
- Ability to effectively establish priorities and meet deadlines;
- Ability to quickly evaluate alternatives and decide on a plan of action;
- Must be able to maintain strict confidentiality according to tribal, state, and federal guidelines.

### **COMMENTS**

*Indian preference will apply. Ability and willingness to travel is necessary. Able to work a flexible schedule that may include some evenings, days, and weekend hours.*

### **Disclaimer and Conditions of Employment**

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **Additional Information**

*All applicants must be able to demonstrate their U.S. work authorization during the employment verification process. The pre-employment process may require the applicant to pass a criminal background investigation.*

### **Indian Preference**

*The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recognizes Native American preference in its hiring and employment policies.*

**Please submit a cover letter, resume, and application, including three (3) professional references to be considered for these positions.** Applicant information may be submitted via mail, fax, in person, or by e-mail. Letters may be sent through U.S. Postal Service, must be postmarked no later than the closing date of the posting period. Please submit your applicant information for the position to one of the following:

Please address applicant information to:

Gun Lake Tribe  
Attn: Jessica Tromeur  
P.O. Box 90  
Dorr, MI 49323  
E-Mail: [jobs@mbpi.org](mailto:jobs@mbpi.org)  
Fax: (616) 681-0499

In Person:

Gun Lake Tribe  
Admin. Office-Suite 3  
1743 142<sup>nd</sup> Ave.  
Dorr, MI 49323