



JOB DESCRIPTION

Job Title: Chief Judge

Reports to: Tribal Council

Salary: DOE

Department: Judicial/Courts

Employment Status: Sensitive

Driving Classification: Valid Driver License

Summary: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions: The Chief Judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the Fort Mojave Tribal Court pursuant to the Fort Mojave Tribal Laws, ordinances and regulations, or applicable Federal and State laws. Responsible for the administrative operations of the Fort Mojave Tribal Court and supervises the Tribal Court and its employees, including case management and the timelines of decisions.

Essential Duties and Responsibilities:

- Adheres to and upholds the laws, policies and procedures of the Fort Mojave Indian Tribe, Fort Mojave Tribal Law and Order Code and the Fort Mojave Tribal Court System. Reviews case files and pleadings. Presides at pre-conferences, hearings and trials. Conducts legal research and writes decisions.
- Conduct court business and facilitate the development and use of alternative and informal process in the resolution of disputes. Applies fair concepts and procedures of justice.
- Oversee the administration of the Judicial Department, which includes the management of operations, budget planning, maintenance of records and case files.
- Supervise the Judicial Department staff. Establish performance plans, conducts employee performance appraisals. Processes salary and personnel changes in accordance with policies and practices. Supervise orientation, continuing education and training programs for members of the court. Conduct regular staff meetings.
- Supervise the court's financial affairs, including: financial planning, preparation of budgets and timely reporting to funding sources. Monitor compliance with funding requirements of funding sources, record keeping and budget expenditures and adequacy of reports.
- Represent the Judicial Department before tribal council, state and federal agencies and other organizations or groups. Meet with other tribal department heads.
- Direct Associate or Ad Hoc Judges and staff in the preparation and maintenance of legal records, documents and reports.
- All other necessary duties associated with the Fort Mojave Tribal Court.

KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of Tribal, Federal and State laws, ordinances and regulations that may affect the resolution of disputes in the Fort Mojave Tribal Court.
- Knowledge of legal practices, standards and court procedures.
- Ability to make legal judgements in an independent, responsible and impartial manner.
- Ability to establish and maintain respect, order and decorum in court.
- Ability to establish and maintain effective working relationship with Tribal officials, employees and the general public.
- Working knowledge and understanding of the Fort Mojave Tribal community and its people, including Tribal law, custom and tradition.
- Excellent oral and written communication skills.

- Mathematical skills, including: ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- Organizational skills, including: attention to detail, strong organizational and time management capabilities.
- Must be able to prioritize and adjust to meet court system objectives. Must be able to function independently, as well as cooperatively in a team setting.
- Reasoning ability, including: ability to discern legal issues, define problems, collect data, establish facts and draw valid legal conclusions and develop time solutions. Ability to interpret and follow tribal law and court procedures. Ability to think and write in clear and logical terms.
- Ability in excellent decision making capabilities and dispute resolution skills.
- Ability to deal well with people in highly emotional and adversarial situations.
- Administrative skills to include management, budgeting, supervision of employees and court facilities.

QUALIFICATIONS: To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

Education and Experience: Education of a Juris Doctorate from an accredited law school with prior study and/or practice in the field of Indian Law. Must be a member in good standing of the bar of any State. A minimum of five (5) years' experience as a tribal judge in a tribal justice system exercising both civil and criminal jurisdiction preferred. Must not have been convicted of a felony or crime involving dishonesty nor ever been disbarred by any jurisdiction. Must be well-versed in concepts of federal Indian law, tribal law and principles of tribal sovereignty and jurisdiction. Outstanding interpersonal skills and experience supervising other legal professional required. Must be proficient with computer programs. Must have prior experience in accounting and administering budgets. Prior experience creating spreadsheets, databases and merged documents preferred. Must be able to pass a thorough background investigation. Must have a valid motor vehicle driver's license. Must be bondable. Must be able to pass a pre-employment drug screening.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; with hands and arms; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.