Yavapai-Apache Nation
Weekly Job Vacancy List
June 18, 2018

Job Vacancy Number	Position Title	Status	Department	Opening Date	Closing Date
YAN-18-002	PT Cashier/Stocker	Part-Time	Marketplace/ Whitehills	01/02/2018	Until Filled
YAN-18-003	On-Call Support	Full-Time; up to 32 hrs	Human Resources	01/02/2018	Until Filled
YAN-18-052	TGO Executive Director	Full-Time	TGO	6/5/2018	6/29/2018
YAN-18-010	Police Officer (repost)	Full-Time	YAPD	6/11/2018	6/22/2018
YAN-18-033	Substitute Teacher (repost)	Part-Time	Montessori	6/11/2018	6/29/2018
YAN-18-055	Chief Judge	Full-Time	Tribal Court	6/18/2018	7/27/2018
YAN-18-056	Farm Laborer	Full-Time	Agricultural	6/18/2018	6/29/2018
YAN-18-057	Transit Driver	Full-Time	Public Works	6/18/2018	6/29/2018

Sand And Rock Openings

YAN-18-026	Redi-Mix Truck Driver (repost)	Full-Time	Sand & Rock	6/18/2018	6/22/2018

ALL APPLICATIONS MUST BE SUBMITTED BY 5PM ON THE CLOSING DATE.

Applicant Background Checks: All applicants are subject to full background checks (which may include fingerprinting) based on the Indian Child Protection and Family Violence Prevention Act, the Yavapai-Apache Nation Sex Offender Registration and Notification Code; and Pre-Employment Testing based on the Yavapai-Apache Nation's Zero Tolerance Drug Free Workplace Policy; other applicable ordinances, and Federal & State laws.

Tribal and Indian Preference: To be considered for Tribal/Indian Preference in hiring, applicants must submit a valid Certificate of Indian Blood ("CIB") and/or Certificate Degree of Indian Blood ("CDIB") with their Employment Application and supporting documents. *Tribal Indian Preference will not be given if a CIB and/or CDIB is not submitted.*

Driver's License Requirement: Applicants who apply for a job position that require a valid driver's license must submit a copy of their driver's license with their application.

Status: Part time- 29 hours a week or less. Full time- 30 hours a week or more. Temp- Temporary position

To apply for any of the above positions, please submit your Employment Application and necessary documents to:

Yavapai-Apache Nation Human Resources Department
2400 West Datsi Street
Camp Verde, AZ 86322
Phone: 928-567-1062
Fax: 928-567-1064

JOB OPENING ANNOUNCEMENT

Job Title: Chief Judge

Department: Tribal Court

Status: Full-Time; Two-Year Term

Opening Date: 6/18/2018

Reports To: Tribal Court

Job Vacancy: YAN-18-055

Starting Wage: D.O.E

Closing Date: 7/27/2018

POSITION DESCRIPTION:

The Chief Judge presides over and ensures the proper operation for the Yavapai-Apache Nation Tribal Court. The Chief Judge is the primary judicial officer of the Tribal Court and administrator of the Nation's Courts.

QUALIFICATIONS:

- AZ State License Attorney or eligible, in good standing required.
- Three (3) years full-time and/or equivalent judicial experience required.
- Two (2) years judicial administrative experience required.
- Experience in Tribal Courts or other courts of limited jurisdiction, knowledge of U.S. laws regarding Indian Nations, Tribes and familiarity with Indian reservation communities desired.
- Experience in court procedures.
- Adhere to Judicial Ethics of the American Bar Association.
- Posses a high level of competence, ability to carry out legal thinking reconciling the principles and the particular circumstances of the person and the issues.
- Must have good verbal & writing skills. Excellent communication skills required.
- Prior supervisory management experience required.
- Must be able to use computers and have PC skills in Microsoft Word, WordPerfect, Microsoft Excel, Windows 95, Quicken and Access.
- Ability to make effective presentations, explain the legal reasoning used on controversial or complex topics.
- Have the capacity to remain open-minded, manage case workload efficiently.
- Respect their peers and their constituencies.

DUTIES AND RESPONSIBILITIES:

- Oversees the administration of the Judicial Branch, which includes the management of operations, budget planning, submit annual judicial budget, maintenance of records and case files.
- Supervises associate judges, magistrates, and clerical personnel, establishes work procedures, to insure a smooth and efficient operation of the court.
- Issues warrants of arrest, bench warrants, search warrants, subpoenas, court orders, commitments, and other legal documents.
- Presides over all cases, including civil, criminal, domestic relations (divorce), adoption, ICWA, landlord tenant, real estate, juvenile, and probate cases and other matters arising under the Yavapai-Apache Law & Order Code.
- Ensures that the court staff maintain accurate, complete court records, is responsible for case management.

- Maintains and schedules court calendaring for judges.
- Develops and implement court policy and procedures.
- Assists in the developing court procedures, forms and tribal codes.
- Assists the Court liaison between the Tribal Council and the Tribal Court, provides reports to Nation's Tribal Council on the judicial branch.
- Represents the judicial system before the Tribal Council, local, county, state, federal agencies and national meetings.
- Conducts court business and facilitate the development and use of alternative and informal process in the resolution of disputes.
- Conducts, maintains and provides training for the Nation's personnel, court staff, other public agencies and the public.
- Maintains a positive, non-adversarial working relationship with the Tribal employees.
- Participates on various Nation work groups and is responsible for team work in the judicial branch.

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