

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Chief Judge

**Reports To:** Tribal Court

**Department:** Tribal Court

**Job Vacancy:** YAN-18-093

**Status:** Full-Time; Two-Year Term

**Starting Wage:** D.O.E

**Opening Date:** 11/26/2018

**Closing Date:** 12/21/2018

### **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.
- Possess 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: [hrrfrontdesk@van-tribe.org](mailto:hrrfrontdesk@van-tribe.org)

**Or you can 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](http://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**