



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com**

VACANCY ANNOUNCEMENT

POSTING NO: 004-19

OPENING DATE: 01/07/2019

CLOSING DATE: 02/06/2019

POSTED: IN & OUT

POSITION: Associate Judge (2 Positions)
PAY GRADE: E10 (\$29.17/ph to \$35.74/ph)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Tribal Courts
REPORTS TO: Chief Judge
BACKGROUND LEVEL: High Public Trust

JOB PURPOSE: Works with the Chief Judge in achieving the Tribal Court's goals and objectives by adjudicating all criminal and civil cases brought before the Isleta Tribal Court in accordance with the legal code of the Pueblo of Isleta. Manages and oversees all Tribal Court staff.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Conducts court sessions and hearings and maintains courtroom decorum in accordance with legal sanctioned courtroom procedures.
- Hears, tries, and determines all cases of domestic, civil, criminal, juvenile, probate, and paternity situations.
- Entertains and reviews for procedural content all pleadings from outside jurisdictions and where necessary, holds hearings on such pleadings such as bench warrants, requests for search warrants, extradition proceedings, etc.
- Ensures that all ordinances and codes are obeyed by imposing fines, penalties, and/or sentences as appropriate, for the preservation of the peace, health, safety, and welfare of all members of the Pueblo, and all other persons who are currently residing on or who enter upon the lands of the Pueblo.
- Provides advice as needed to people of the community regarding legal ramifications of official and legal actions.
- Conducts probate action for legal wills and in the absence of legal wills, conducts due process for law for determination of heirs.

- Conducts hearings for juvenile offenders and works closely with social services, alcoholism counselors and juvenile counselors for lawful disposition of juvenile and adult offenders; counsels juvenile offenders as needed.
- Adjudicates property settlements, child support and visitation rights for referrals of final divorce decrees from State courts throughout the state of New Mexico for pueblo matters, holds hearings on adoption matters and adjudicates same as the law requires.
- Reviews prior case law enactments of tribal and federal government for legal ramification affecting Indian law.
- Supervises court dockets; oversees the setting of court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- Reviews literature and options of legal institutions regarding Indian law on cases.
- Writes opinions of Indian law and its relationship with State and Federal agencies.
- Maintains diplomatic relations with municipal, metropolitan and magistrate courts of surrounding communities and works out jurisdictional issues.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Hosts regular staff meetings to ensure communication among staff regarding legal department related activities.
- Attends seminars, workshops and training sessions to keep abreast of Indian Tribal courtroom procedures.
- Maintains current working knowledge of trends in tribal law.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of Department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages Receptionist, Court Clerks, Probation Officer, Process Server, and Bailiff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional and support staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

(Submit proof of education by attaching your High School Diploma, GED; and official or unofficial college transcripts, if applicable, with your application. If you have an Indian Law Certification (ILC) from a recognized Indian law program, please submit a copy of the certificate. If claiming Indian Preference, please submit a copy of your Certification of Indian Preference from your federally recognized Tribe. Failure to submit required documents will result in an incomplete application and will not be processed.)

- High School Diploma/GED

- Preferred Juris Doctor from an accredited law school.
- Tribal Member.
- Three years' progressively responsible experience in the legal profession required.
- Indian Law Certification (ILC) from a recognized Indian law program preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the Law and Order Code of the Pueblo of Isleta, the 1968 Indian Civil Rights Act, the Indian Child Welfare Act, and the legal trust responsibilities of the Bureau of Indian Affairs for tribal members.
- Knowledge of and sensitivity to Isleta culture, customs, and traditions.
- Knowledge of litigation and criminal procedures.
- Knowledge of trial, state and federal court procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in speaking clearly and providing excellent interpersonal and communication skills.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to understand concepts to tribal sovereignty and self-determination.
- Ability to work independently and meet strict time lines.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office or courtroom environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.