

**JOB DESCRIPTION**

**Job Title:** Associate Judge  
**Dept./Division:** Tribal Courts  
**Unit:**  
**Job Family/Class:** Sworn Officer  
**Supervised by:** Chief Judge  
**Employee Type:** Full-Time; Salaried  
**Pay Grade:**

**NATURE OF WORK:** Under the administrative direction of the Chief Judge, responsible for fair and impartial administration of justice pursuant to the judicial powers granted by the Pascua Yaqui Constitution and on matters assigned by the Chief Judge.

*The list of essential functions is illustrative of the tasks performed by this position and is not all-inclusive.*

**ESSENTIAL FUNCTIONS:**

- Presides over and adjudicates a variety of criminal, civil, juvenile, traffic, child welfare, Violence Against Women Act and Tribal Law and Order Act cases and litigation as assigned by the Chief Judge.
- Hears cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments and decision. Conducts legal research and issues orders timely.
- Researches current case law as it applies to issues presented and, if needed, prepares written opinions.
- Issues orders, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court.
- Performs legal, judicial and administrative duties associated with and in furtherance of the responsibilities of an Associate Judge.
- Attends continuing judicial education trainings.
- Participates in the creation, development and implementation of appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.
- Performs other duties that may be assigned by the Chief Judge.
- The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific

statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**ESSENTIAL KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- Tribal, Federal, State laws, regulations and ordinances.
- Tribal jurisdictional issues and limitations.
- Indian Civil Rights Act
- Due Process
- Violence Against Women's Act
- Tribal Law and Order Act
- Pascua Yaqui Court Policies and Procedures
- Legal Research
- History and culture of the Pascua Yaqui Tribal community and custom and traditions.

**Skills to/in:**

- Oral and written communication with attorneys, defendants, witnesses and court staff.
- Conducting court proceedings.
- Problem solving.
- Observing behavioral patterns of courtroom participants.
- Comprehend and make inferences from written material/filings.
- Produce written orders with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Conduct and control court proceedings.
- Appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Manage the cases scheduled in the courtroom in an effective and efficient manner.
- Establishing and maintaining effective working relationships with other judicial entities, regulatory agencies, court staff, government officials and community members.

- **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual **must** meet the following minimum qualifications:

- Must be a graduate of an accredited law school
- Must have a minimum of 3 years of experience as a tribal, state or federal judge or magistrate
- Must be competent to perform all the duties of the position; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
- Must not have been convicted of a felony, or of a misdemeanor or other criminal offense involving dishonesty or moral turpitude with the last five years, in any Tribal, Federal or State jurisdiction.
- Enrollment in the Pascua Yaqui Tribe or another federally recognized tribe is preferred.
- Must provide at least two (2) judicial writing samples.

**LICENSING REQUIREMENTS:**

- Must be admitted to a State Bar.

**SENSITIVE BACKGROUND CHECK: (Required)**

- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test. Funding and sensitivity of position will determine fingerprinting requirement.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations (such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur).

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Tribal Preference Policy: Preference will be given to qualified Pascua Yaqui Tribal Members, members of other federally recognized tribes, and then to Tribal Affiliates. Applicants not entitled to the preference will receive consideration without discrimination based on age, sex, disability or national origin. Please submit an application, cover letter, resume and two 3-5 page writing samples for employment to the Human Resources Department.

Review and Approved by:

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Department Head and/or Designee

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Date

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H.R. Manager/Classification & Compensation

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Date

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Human Resources Director

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Date