

# GRAND TRAVERSE BAND OF OTTAWA AND CHIPPEWA INDIANS



## Position Description

**Job Title:** Associate Tribal Judge (part-time)  
**Department:** 9 – Tribal Court  
**Sub-Department:** Tribal Court  
**Job Class:** Appointment  
**Reports To:** Judicial Committee  
**FLSA Status:** Exempt  
**BG Classification:** IC3  
**Salary Start:** DOE  
**Prepared Date:** May 2007  
**Updated:** Sep 2012, August 2014, July 2017, January 2018

### SUMMARY

The Associate Tribal Judge is responsible for the operation and management of the Tribal Court and also serve as the Conservation Associate Judge for the Conservation Court in the absence of the Chief Tribal Judge.

### MINIMUM QUALIFICATIONS

- Is a member of the Grand Traverse Band who has attained the age of eighteen (18) and/or is an attorney licensed to practice before the courts of a state in the United States.
- Has not been convicted, within ten (10) years of such appointment, of any felony by a court of competent jurisdiction.
- 5 years of experience in legal practice.
- Must have a valid Michigan Driver's License and be insurable by the GTB insurance carrier.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate with the Tribal Prosecutor, Law Enforcement, Community and Family Services and other Tribal Programs in developing programs to improve the tribal community.
- Determine fines and bonds pursuant to the Tribal Code.
- Presiding over all hunting and inland fishing cases.
- Conduct preliminary hearings, adjudication hearings, disposition hearings and disposition review hearings involving allegations of child abuse and neglect.
- Conduct emancipation hearings and adoption hearings.
- Perform marriage ceremonies and certify traditional marriages.
- Appoint guardians for incompetents and minors.
- Issue personal protection orders for domestic violence or stalking.
- Determine the release of adoption records.
- Conduct preliminary hearings detention hearings, adjudication hearings, disposition hearings and review hearings including probation violation hearings regarding allegations of juvenile delinquent offenses and juvenile status offenses.
- Oversee the remedies and enforcement of violations of the liquor control ordinances.
- Oversee the criminal and civil enforcement of violations of Animal Control Ordinance and Michigan Motor Vehicle Codes.
- Issue search or arrest warrants.
- Perform arraignments, trials and sentencing for criminal offenses.
- Shall have all responsibilities inherent in the position of Associate Judge.

- Preside over any civil cases and civil remedial forfeiture hearings.
- Hear landlord-tenant disputes and property foreclosures.
- Determine the validity of foreign court orders and the full faith and credit recognition of such orders.
- Order garnishments as appropriate.
- Preside over divorce, custody, and child support enforcement and visitation matters.
- Preside over any other hearings pursuant to the jurisdiction granted by the Tribal Code.
- Allocate and reprogram resources within the Tribal Court Department as required to accommodate changing conditions.
- Redefine and prioritize departmental requirements and resources.
- Approve internal policies and operational changes within authority granted.
- Follow necessary internal controls and safeguards to protect Government-owned resources against fraud, waste, and abuse, as developed by GTB.
- Provide assistance and direction to staff subordinates on preparing departmental actions that ensure uniformity and consistency in carrying out policy and operational activities.
- Maintain liaison with social and special service-related organizations.
- Attend such training sessions and meetings as deemed beneficial for Tribal Court.
- Adhere to sound business principles in managing activities that generate income; monitor internal controls in all activities to maintain financially stable operation.
- Ensure that departmental budgetary goals are achieved providing programs that are cost effective and insofar as possible, financially self-sufficient.
- Receives administrative direction and assignment in terms of broadly defined programs or functions, or long-range objectives, from GTB Tribal Judiciary.
- Requirements frequently stem from mission or program goals and objectives, or from tribal, or court policy.
- Assisting the tribe in the development of court rules and procedures.
- Assisting the tribe in the planning, development and the implementation of its Tribal Judiciary System.

#### **EDUCATION and/or EXPERIENCE**

- Jurist Doctorate Degree.
- Successful completion of Program Director Training within one year from the date of hire.
- 5 years of experience in legal practice.
- Basic knowledge of business, budgeting, accounting, purchasing and planning.
- Advanced knowledge of applicable law, regulations, rules procedures, and administration.
- Advanced supervisory skills.

#### **REQUIRED QUALIFICATIONS**

Per the GTB Code, any person shall be eligible to serve as a Associate Tribal Court Judge if he/she:

- Is a member of the Grand Traverse Band who has attained the age of eighteen (18) and/or is an attorney licensed to practice before the courts of a state in the United States.
- Is not presently a Tribal Council member or running to become a Tribal Council member; and
- Has not been convicted, within ten (10) years of such appointment, of any felony by a court of competent jurisdiction.
- Must have a valid Michigan Driver's License and be insurable by the GTB insurance carrier.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **EQUIPMENT TO BE USED**

Various office equipment

**TYPICAL 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.

**TYPICAL MENTAL DEMANDS**

Must be able to deal effectively with employees, court personnel and other legal personnel at all levels.

**WORKING CONDITIONS**

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.

- Travel within the local area is regularly required.
- Travel outside the state is infrequently required.
- Periods requiring travel are generally for less than one week.

**COMMENTS**

Native American Preference will apply. Must be willing and able to pass a background investigation and a drug and alcohol urinalysis as a condition of employment. Adherence to strict company policy in regard to confidentiality is a must.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time. Any qualifications to be considered in lieu of stated minimums require prior approval of the Human Resource Director.*

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Employee Signature

\_\_\_\_\_  
Date