

PECHANGA INDIAN RESERVATION SOLICITATION FOR QUALIFIED APPLICANTS

POSITION: Chief Judge
FILING DEADLINE: Until Filled
LOCATION: Temecula, CA
COMPENSATION: Contract position – Contract rates shall be subject to the terms of an individual contract

SUMMARY:

Pursuant to the Pechanga Band of Luiseño Indians' Judicial Ordinance and substantive laws, the Tribal Court has jurisdiction over any matters filed directly with the Court, those transferred from another tribal or state court, and those referred to it by the Óomish Yáamish Peacemaker Court. The purpose of the Tribal Court is to provide a tribal forum where matters involving child welfare, including children in need of care, adoption, child support and child custody; disputes regarding tribally-approved business leases; claims pursuant to the Pechanga Employment Claims Act; appeals of the Band's exercise of eminent domain; appeals from the Band's Trust Review Board; cases arising from the Band's Tribal Tax Code; and disputes arising from the Pechanga Band Member Health Program, can be heard and addressed according to Pechanga Tribal law, custom and tradition. All cases will be initially assigned to the Chief Judge, who may assign cases to any Associate Judges or judges *Pro-Tem* depending on the circumstances. As an officer of the Pechanga Tribal Court, the Chief Judge will support and defend the sovereignty and Constitution and Bylaws, of the Pechanga Band, and its traditions, customs, and Tribal laws. In addition to those responsibilities, the Chief Judge is responsible for the duties and responsibilities listed below.

QUALIFICATIONS:

- Minimum age requirement is twenty-five (25) years of age.
- Must be of good moral character and integrity.
- Must have graduated from an accredited law school.
- Must have a minimum of five (5) years experience in the practice of law.
- Must be in good standing with a bar of a federally recognized Indian Tribe or any state.
- Must be capable of carrying out the duties of the Chief Judge's office.
- Must never have been convicted of a felony offense.
- Must be familiar with the provisions of the Judicial Ordinance, Óomish Yáamish Peacemaker Code, Pechanga Band of Luiseño Indians Court Procedures, all applicable substantive laws of the Band, federal law applicable to the Reservation, Pechanga Band of Luiseño Indians customs and traditions, and any other relevant tribal law, resolutions or executive orders.
- Tribal Member applicants must be in "good standing" with the Pechanga Band of Luiseño Indians.
- Must be able to avoid actual or perceived conflicts of interest.
- Must possess and maintain a valid drivers' license and provide proof of insurance.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

SCOPE OF WORK:

- Exercise considerable independent judgement in managing the docket of the Tribal court, ruling on motions and adjudicatory cases, conduct hearings and decide cases in a fair and impartial manner.
- Provide a tribal forum to resolve legal issues involving child welfare matters; child custody and child support; guardianship and adoption of minors; child welfare issues involving domestic violence, facts of birth and emancipation matters; business leases; employment matters; eminent domain; appeals from the Trust Review Board; cases arising from the Tribal Tax Code; disputes arising from the Pechanga Band Member Health Program; and any other subject matter as directed by the General Membership.
- Presides at all hearings before the Tribal Court under applicable Tribal law and disposes of cases.
- Assign cases to Associate Judges or Judges *Pro-Tem* as deemed necessary.
- Supervise the activities of the Tribal Court and any Associate Judges or Judges *Pro-Tem*.
- Issues subpoenas, stay away, contempt, protection and detention orders, as well as any other orders of the Court deemed appropriate.
- Draft and issue opinions of the Court as necessary and appropriate.
- Draft and issue orders of the Court.
- Ability to interview individuals of many different ages and education levels, review legal files and other records, prior to compiling factual data.
- Draft Rules of Court for the Tribal Court, which shall be approved by the Tribal Council.
- Develop and implement court policies and procedures, which shall be approved by the Tribal Council.
- Performs other job related duties and special projects as assigned.
- The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must maintain strict confidentiality of all matters.
- Must have knowledge and a level of proficiency with MS Word, Excel, Outlook, and PowerPoint is required.
- Must possess strong oral and written communication skills.
- Must be able to work independently and in a team environment.
- Must be able to manage multiple projects and prioritize workload.
- Good interpersonal skills: tact, patience, flexibility, and ability to maintain professional demeanor at all times.

ADDITIONAL:

Following selection and prior to assuming the duties of Chief Judge, the Chief Judge shall be appointed by the Pechanga Tribal Council with approval from the General Membership. The Chief Judge must abide by the Judge's Oath of Office; shall be bound by all the provisions of the Pechanga Tribal Official Code of Conduct Ordinance; and all the requirements of the Judicial Ordinance.

- Background Investigation is required
- Must comply with the Pechanga Tribal Government Drug Free Workplace Act Policy.
- This is a contracted position and not an employment arrangement with the Pechanga Band.

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- Compensation to be billed at the contracted rate on an hourly basis and consistent with available grant funding and applicable federal rules and regulations.

CLOSING DATE – Until Filled:

To be eligible, the Pechanga Tribal Government Human Resources Department must receive resumes and letters of interest.

SUBMIT RESUME AND LETTER OF INTENT:

Via U.S. Mail

Pechanga Human Resources
P.O. Box 1477
Temecula, CA 92593

Via Personal Delivery

Pechanga Human Resources
12705 Pechanga Road
Temecula, CA 92592

OR

Email

HR@pechanga-nsn.gov

Fax

(951) 587-2209

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