



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 09/08/2021	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>CHIEF DISTRICT COURT JUDGE</b>			
Pay Grade Negotiable	Salary Range Negotiable	Classification Negotiable	
Department: ADMINISTRATIVE OFFICE (CHIEF'S)	Location: Okmulgee	Location Code: 01	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	The judicial duties of a judge take precedence over all the judge's other activities. The judge's judicial duties include all the duties of the judge's office prescribed by Muscogee (Creek) Nation Law. In the performance of these duties, the following standards apply.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. A judge shall hear and decide matters assigned to the judge except those in which disqualification is required.</li> <li>2. A judge shall be faithful to tribal law, custom, and ordinances and shall maintain professional legal competence.</li> <li>3. A judge shall require order and decorum in proceedings before the judge.</li> <li>4. A judge shall be patient, dignified and courteous to litigants, jurors, witnesses, lawyers and others with whom the judge deals in an official capacity, and shall require similar conduct of lawyers, and of staff, court officials and others subject to the judge's direction and control.</li> <li>5. A judge shall require lawyers in proceedings before the judge to refrain from manifesting, by words or conduct bias or prejudice based upon race, sex, religion national origin, disability, age, sexual orientation or socioeconomic status, and shall not permit staff, court officials and others subject to the judge's direction and control to do so.</li> <li>6. A judge shall accord to every person who has a legal interest in a proceeding, or that person's lawyer, the right to be heard according to Muscogee (Creek) Nation law.</li> <li>7. A judge shall not commend or criticize jurors for their verdict other than in a court order or opinion in a proceeding, but may express appreciated to jurors for their service to the judicial system and the community.</li> <li>8. A judge shall not disclose or use, for any purpose unrelated to judicial duties nonpublic information acquired in a judicial capacity</li> </ol>
Minimum Requirements:	<p>Shall have a minimum of four (4) years active trial and law practice experience;</p> <p>Shall be required to maintain a minimum of twelve (12) hours of continuing legal education each year, one (1) hour of which must be legal ethics.</p> <p>The Chief Judge shall have a minimum of four(4) years of prior full or part-time judicial experience in either tribal, state or federal courts.</p>



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Preferred Requirements:	Each District Trial Court Judge shall be a full citizen of the Muscogee (Creek) Nation, unless this requirement is specifically waived by a two-thirds (2/3) vote of the full National Council, and possess the following educational and professional qualifications: 1. Must be graduate of an accredited law school; 2. A member of the Muscogee (Creek) Nation Bar Association; 3. A member of a state bar association and admitted or be eligible to practice law before the federal courts in Oklahoma
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:       Up to 50 lbs.       Up to 100 lbs.       Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.  
While performing the duties of this Job, the employee is regularly exposed:  
 Fumes or airborne particles       Outside weather conditions       Toxic or caustic chemicals



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Risk of electrical shock

Vibration

Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.