



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE: Chief Judge/Court Administrator**

**DEPARTMENT: Swinomish Tribal Court**

**POSITION SUMMARY:** Responsible for adjudication or other disposition of criminal, civil and juvenile matters, and for the judicial and administrative oversight of the Swinomish Tribal Court.

**Reports to** Tribal Senate, pursuant to Article IX of the Swinomish Constitution

**Provide Direction to:** All Court Staff and Probation Department

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct regularly scheduled criminal, civil, and juvenile hearings.
- Perform legal research, draft court orders, and issue rulings
- Conduct emergency hearings, including probable cause and bail review hearings.
- Issue warrants, restraining and protection orders.
- Planning and administration of Swinomish Court programs and services.
- Prepare and monitor annual Court budget.
- Oversee budget and grant management, including grant writing, record keeping, and preparation of required reports.
- Approve requests for payment of expenses incurred and maintained by the Swinomish Court.
- Supervise Probation Department, Bailiff, and Deputy Court Administrator, including recruitment, hiring, implementation of personnel policies, conflict resolution, and approval of timesheets and leave requests.

- Recruit and supervise pro tem and associate judges.
- Serve as advisory officer to Law & Order Committee.
- Participate in Swinomish Wellness Court program and planning committee.
- Draft and adopt local court rules.
- Develop, establish, and meet short-term and long-term goals and objectives of the Swinomish Court.
- Develop and implement work plans and procedures regarding those goals.
- Demonstrate continuous effort to improve the operations of the Court.
- Participate in public relations and outreach for the Court.
- Establish and maintain effective working relationship with federal and state courts and law enforcement agencies, including participation in the Washington State Tribal and State Court Consortium.
- Oversee admission to and discipline of members of the Swinomish Court Bar.
- Attend judicial training sessions (including membership in the National American Indian Court Judges Association) and training required by the Tribe.

#### **MINIMUM QUALIFICATIONS**

- At least twenty-five years of age.
- No felony convictions (or the equivalent under any tribal law)
- No misdemeanor convictions (or tribal equivalent) within the past one (1) year.
- High moral character
- Law School degree from an ABA accredited law school and licensure as an attorney by a state bar
- Five years' experience as a judge in tribal or other court(s), as an attorney primarily practicing Indian law or practicing in a tribal court, or practicing criminal law (prosecution and/or defense), or an equivalent combination of such experience
- Judicial training is preferred, as is active participation in judicial organizations such as the National American Indian Court Judges Association

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication and courtroom skills with the ability to prepare written and oral decisions, orders, and court reports
- Excellent legal reasoning skills and capacity for high level of analytical thinking
- Possess balanced, consistent, and unbiased judgment
- Ability to evaluate briefs, motions and arguments
- Ability to maintain impartiality and independence
- Strong administrative skills

- Knowledge of modern court processes in tribal, federal or state judicial systems
- Knowledge of Federal Indian Law, particularly tribal court jurisdiction, tribal sovereignty, civil and/or criminal procedure, and rules of evidence
- Familiarity with Indian reservation communities
- Sensitivity to traditions, customs and culture of Northwest Coastal Indian groups
- Demonstrated commitment to working with Native or other minority communities
- Possess necessary cultural competence to work in communities impacted by a legacy of historical trauma
- Knowledge of Healing to Wellness Courts
- Knowledge of or interest in Tribal-State Joint Jurisdiction Courts
- Native American hiring preferences under Swinomish Tribal Code 14-01.120 will be in effect during the selection of candidates.

## **WORK ENVIRONMENT AND TIME COMMITMENT**

1. The Chief Judge is appointed for a four-year term, as specified in Article IX of the Swinomish Constitution.
2. This is a full-time position, Monday through Thursday, with the understanding that the judge may be required to work extended hours, including weekends/holidays, and 24/7 availability to approve warrants and emergency reviews.
3. Tasks are performed mostly indoors in an office environment. Some tasks may be performed remotely.
4. Considerable time may be spent at a computer work station in the performance of administrative tasks.
5. Court matters are currently held in a hybrid format where cases are heard via Zoom and litigants have an option of being in person in the courtroom with the court clerk.
6. Work may involve time sensitive, emotionally intense and/or contentious disputes or circumstances, and may involve extended periods of sitting.
7. Must attend training periodically to maintain and update skills; some travel required.

## **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Chief Judge/Court Administrator is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

**SALARY:** Negotiable depending upon experience. Compensation includes a medical, dental & vision health plan, 401(k) plan, generous leave and other fringe benefits

**APPLICATION:** Submit the following:

- Swinomish Indian Tribal Community Employment Application (you may request this application via email);
- Cover letter including an explanation of the applicant's interest in the position;
- Detailed resume that includes the month/year start and end dates of each position held as well as membership in professional organizations;
- The names and contact information for at least 3 professional references; and
- Two samples of your legal writing. The writing samples should be a recent example of your work and demonstrate your ability to analyze legal issues and present that analysis in written form. Each sample should be your own work. If the sample was edited by others, include a cover memo that briefly describes the level of editing that occurred.