



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS:	SEPTEMBER 22, 2010	CLOSES:	WHEN FILLED
JOB TITLE:	ASSOCIATE JUDGE	DEPARTMENT:	TRIBAL COURT
REPORTS TO:	TRIBAL COUNCIL OR TRIBAL COUNCIL DESIGNEE	JOB GRADE:	12
SALARY:	DOQ + BENEFITS	HOURS:	40 HRS/WK – FULL TIME

(NOTE: THIS POSITION IS PARTIALLY GRANT-FUNDED.)

POSITION SUMMARY:

Serves as hearing judge for the Puyallup Tribal Court in accordance with the tribal Judicial Administrative Code. The term of the Associate Judge shall be three (3) years from the date of appointment by the Tribal Council. A judge may be reappointed at the expiration of a term at the discretion of the Tribal Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Hears cases brought before the court or jury, including, but not limited to all domestic violence related cases.
2. Determines the meaning, interpretation, and application of the Tribal Constitution and laws and, where appropriate, other authorities.
3. Issues subpoenas compelling the attendance of witnesses at proceedings.
4. Issues search warrants and warrants to apprehend pursuant to the Tribe's rules governing criminal procedure.
5. Determines the amount of bail to be posted.
6. Issues any order or writ necessary and proper to the complete exercise of the powers and the general authority of the court, including those necessary to compel compliance with orders of the court and to punish persons for failure to comply.
7. Conducts legal research and writing.
8. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Juris Doctorate degree and three years related experience; or equivalent combination of education and experience. Must have excellent written and oral communication skills, with experience in writing a variety of court related documents. Must have knowledge and understanding of courtroom procedures.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in legal, mathematical or diagram form and deal with several abstract and concrete variables

Other Skills and Abilities

- To be eligible to serve as a judge of the Tribal Court, a person must:
 - (1) Be a member of a Federally recognized Indian Tribe;
 - (2) Be over the age of 28 years;
 - (3) Hold a Juris Doctorate and hold membership to a state bar; and
 - (4) Not have been convicted of an offense involving dishonesty or moral turpitude.
- Must be able to pass a background check.
- Knowledge of Tribal and federal laws applicable to the Tribal Court.
- Excellent oral and written communication skills.
- Knowledge and understanding of courtroom procedures.

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.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

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.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Note: Applications & copies of job announcements available at Rm. # 157.

Job Line#: (253)573-7943