

#### POSITION DESCRIPTION:

The Chief Judge is the leader of the Judicial Branch of the Pueblo of Pojoaque, include. The Chief Judge is responsible for fairly and impartially hearing and deciding matters within the jurisdiction of the Pueblo of Pojoaque Tribal Court pursuant to the Pueblo of Pojoaque Law and Order Code and customs and traditions of the tribe.

The Tribal Court Judge must consistently demonstrate the ability to analyze difficult and complex facts and issues and to issue clear oral and written decisions in a timely manner. Moreover, the Judge must consistently demonstrate judicial knowledge and temperament.

#### MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each of the locally established essential functions and meet the minimum and experience qualifications described below satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required for a Tribal Court Judge. It does not restrict the Pueblo's right to assign or reassign duties and responsibilities for this job at any time.

#### MINIMUM EDUCATION AND EXPERIENCE REQUIRMENTS:

- Be over twenty-one (21) years of age
- A juris doctorate degree from an ABA accredited law school, or five years of substantively- related experience. If a prospective judge does not have a law degree, the candidate shall successfully complete a course of training in judicial proceedings within six (6) months after being appointed.
- Be a member in good standing of any tribal, state or federal court
- Demonstrated knowledge of docket management, courtroom management and case management
- Demonstrated good verbal and writing skills
- Demonstrated knowledge in Federal Indian law and policy, and tribal customs and traditions
- Must never have been convicted of a felony, or convicted of a misdemeanor within the past year
- Must be able to maintain confidentiality

#### DESIRABLE QUALIFICATIONS:

- Experience working with Native Americans and Tribal Governments

- Knowledge of Pueblo of Pojoaque Law and Order Code, court procedures and rules of court
- Supervisory experience
- Grant management experience
- Strong clerical and PC skills, but proficiency in Microsoft Office, including Word and Outlook.

#### ESSENTIAL DUTIES AND FUNCTIONS OF THE POSITION:

- Provides a full range of judicial services for a court of general jurisdiction, including presiding over criminal, civil, traffic, domestic relations, dependency, adoptions, real estate, gaming, employment, and other matters arising under the jurisdiction of Pueblo of Pojoaque Tribal Court.
- Supervises pro temp judges and tribal court staff.
- Prepares and issues written orders, judgments, search and arrest warrants, temporary restraining orders, orders of protection, commitments, other orders and documents on a timely basis.
- Develops and implements policies and procedures for the administration of court proceedings.
- Oversees and ensures compliance with setting and amending budgets, management of grants, reporting for grants, finances and setting the docket of Tribal Court.
- Ensures the recording, filing, storage and accuracy of court records.
- Facilitates the development of the Law and Order Code.
- Communicates the needs of the Tribal Court to the Tribal Council.
- Performs case management on hearings, motions, rulings, setting of cases, etc. on a timely basis.

#### JOB FUNCTION:

- Independently use time efficiently to prioritize and perform multiple tasks to meet multiple concurrent deadlines and manage large volumes of work.
- Work effectively under pressure and cope with multiple interruptions to meet deadlines.
- Establish and maintain effective professional working relationships with Department directors, subordinates, peers, and the general public.

#### CONTINUE PERSONAL PROFESSIONAL DEVELOPMENT:

- Comply with office and personnel procedures.

- Participate in applicable job related trainings.

#### PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

##### Position Description – Tribal Court Judge

- Manual dexterity to operate computers and other necessary office equipment.
- Able to work in a fast-paced, multi-task environment.
- Able to bend, reach, kneel, twist and grip items in assigned work area.

#### WORK ENVIRONMENT:

Work is generally performed within an office environment with standard office equipment available. Work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. The noise level in the work environment is usually moderate. Lighting and temperature are adequate and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work may include high stressful situations at times.