



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

POSITION DESCRIPTION

JOB TITLE: Chief Judge, Quechan Tribal Court

SALARY: \$60,000 per year - DOE
SUPERVISION: Quechan Tribal Council
TERM: Three (3) year appointment.
OPENING: Monday, January 28, 2019
CLOSING DATE: Open Until Filled

QUALIFICATIONS

- Twenty-five years of age or older
- Minimum of two years' of college-level courses a four-year degree is preferred but work experience as a court employee, particularly in a tribal court system, can be substituted for education (one calendar year work experience = one school-year education experience)
- Must be of good moral character and integrity with no felony convictions and no misdemeanor convictions within one year.
- Proficient in reading, analyzing and applying case and statutory law to the facts of a case.
- Must be capable of preparing papers and reports incidental to the office of judge and demonstrate knowledge of and ability to interpret, the Quechan Law and Order Code.
- Must have a good understanding of tribal, federal and state law and court procedure in criminal and civil proceedings and must be particularly knowledgeable about federal Indian law and the rights of Indians and Indian tribes.

MINIMUM QUALIFICATIONS

- An enrolled member of any tribe, **or**
- The parent, child, or spouse of an enrolled member of the Quechan Tribe, **or**
- Domiciled within the Fort Yuma Indian Reservation, **or**
- An Attorney

DUTIES

The duties of the Chief Judge include, but are not limited to, the following:

- Conducting court sessions in civil and criminal cases.
- Efficient management of the Tribal Court systems docket so that all cases are heard in a timely and just manner.
- Supervision and training of court personnel and the establishment of court rules and administrative procedures to aid in the efficient administration of the Tribal Court system.
- Attending regional and national training for tribal court judges and other judicial training programs.
- Overall administration of the Quechan Tribal Court system.

SKILLS

The required skills of the Chief Judge include, but are not limited to the following:

- Arbitrating disputes, advising counsel, litigants and juries of applicable law and court procedures.
- Understanding, interpreting and applying tribal law, and if and when applicable or persuasive, in the absence of applicable tribal law, federal or state law.
- Understanding pleadings, application of rules of evidence, the judicial process, including but not limited to, before, during and after trial, and preliminary proceedings.
- Writing judicial opinions or orally explaining judicial opinions to litigants from the bench.
- The ability to work with other professionals, including, but not limited to, attorneys, social workers, psychologists, police officers, judges from other courts, court personnel, and other representatives of the court and governments of other Indian tribes, the State of Arizona and other states and the United States.
- Prepare written reports to the Tribal Council and for the Bureau of Indian Affairs (BIA).

FOR MORE INFORMATION AND TO APPLY:

Submit a letter of interest, resume and a legal writing sample and three letters of reference to:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 572-0213**

**Mailing Address:
Post Office Box 1899
Yuma, AZ 85366-1899
Fax: (760) 572-0515**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, The Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicant must pass a pre-employment Alcohol/Drug Screening and Background Check.