



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE : Associate Judge
JUDICIAL BRANCH OF GOVERNMENT : Tribal Court
CLASS : Council Appointed
SALARY : D.O.Q
OPENING DATE : February 2, 2017
CLOSING DATE : March 2, 2017

POSITION SUMMARY:

The Associate Judge will preside over cases as assigned by the Chief Judge in the Hualapai Judicial Branch of Government. This is a two year appointment made by the Hualapai Tribal Council.

ESSENTIAL FUNCTIONS:

- Assist as necessary, in issuing bench warrants, search warrants, subpoenas, court orders, judgments, and other documents as requested by the chief judge;
- Carry out the functions of the chief judge when necessary i.e., hearing civil, juvenile and criminal court cases;
- Be responsible for all notes, files and documentation used for court hearings and research of cases the associate judge has served on;
- Be able to interpret and abide by the Hualapai Law and Order Code;
- Conduct own legal research.
- Renders judgments by weighing arguments and evidence; study relevant cases, writing and announcing opinion.
- Maintains professional and technical knowledge by attending educational workshops in and out of state.
- Deals tactfully and courteously with public.
- Other duties as assigned by the Chief Judge.

SKILLS REQUIRED:

- Must have a high school diploma or G.E.D, Associate or Higher degree in law related field is preferable;
- Must have experience working in a judicial system;
- Must be familiar with the Hualapai Law and Order Code, constitution and tribal ordinances and other administrative rules and guidelines;
- Must never have been convicted of a felony;
- Must have excellent communication skills;
- Must pass a background check;
- Ability to maintain confidentiality;
- Ability to work under stressful and demanding conditions;
- Must possess knowledge of case management;
- Must be at least 21 years or older;
- Must have a valid driver license and be able to pass an MVR screening;
- Submit to and pass a pre-employment and random drug/alcohol screening.

- Must be dependable.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Native American descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services are available upon request to individuals with disabilities