

**NORTHWEST INTERTRIBAL COURT SYSTEM
JOB ANNOUNCEMENT**

POSITION: Associate Judge

LOCATION: Tulalip, WA

ADDRESS: 6103 31st Ave. NE
Tulalip, WA 98271

SUPERVISOR: Chief Judge of Tulalip Tribes

STATUS: Exempt Full-Time Employment

QUALIFICATIONS:

1. Licensed to practice law in any state and in good standing;
2. Final approval subject to appointment by the Board of Directors of the Tulalip Tribes;
3. Solid knowledge of tribal court systems, criminal justice required;
4. Familiarity with and sensitivity to, Indian reservation communities required;
5. Five years experience with Federal Indian law and tribal law and a minimum of 2-5 years judicial experience.
6. Knowledge or experience with Drug Court training and requirements preferred.
7. Experience conducting jury trials.
8. Felony-level criminal experience preferred but not required.

*Native American Preference Policy Applies

GENERAL JOB DESCRIPTION

As an Associate Judge at the Northwest Intertribal Court system with the primary full-time assignment at the Tulalip Tribes on a daily basis, the judge will provide a full range of judicial services by hearing cases in the trial court regarding, but not limited to such issues as, criminal, civil, fishing, hunting, youth dependency, traffic, housing, gaming, and employment.

JOB DUTY #1: Hear scheduled cases at the Tulalip tribal court, using Tribe's applicable codes and laws, adjudicating matters and entering decisions on the record.

PERFORMANCE CRITERIA

1. Prepare and issue all necessary written orders, findings of fact, and conclusions of law, judgment orders, and opinions in a timely manner.
2. Provide legal research and writing when necessary for the decision in a case in a timely manner.

3. Facilitate development of alternatives to trial for resolution of disputes.
4. Be available to respond to emergencies in other NICS' member tribal courts as necessary.

JOB DUTY #2: Assist the tribal court clerks and administrator with effective maintenance of court records and improving court-filing procedures.

PERFORMANCE CRITERIA

1. Assist in developing and implementing policies and procedures that are complementary to current court policies and, where the court has not determined standards or policy, consistent with the tribe's culture and traditions.
2. Assist in keeping accurate records of cases and scheduled court hearings for quarterly and annual reporting to NICS Governing Board and funding sources.
3. Maintain adequacy of calendaring of court dockets and make recommendations for improvement as appropriate.
4. Well-versed or willing to learn automated case management systems.

JOB DUTY #3: Assist Tulalip Court Director in managerial functions and public and community relations.

PERFORMANCE CRITERIA

1. Assist in the management of judicial unit as requested.
2. Participate in working groups to enhance the justice system of the Tribes as requested by the Administrator or assigned by the Chief Judge.
3. Represent judicial unit in communications and meetings of NICS, Tulalip Tribes, and/or tribal departments, tribal representatives and groups and organizations as requested; foster cooperative working relationships with foreign jurisdictions.
4. Be available to respond to emergencies in other member tribes' courts as necessary.

JOB DUTY #4: Participate in training to improve skills applicable to the function of NICS Associate Judge.

1. Attend identified training at the National Judicial College, local legal education seminars on Federal Indian Law and Tribal Law, Federal Drug Court Training and other training as identified.

JOB DUTY #5: Abide by NICS Code of Judicial Conduct and Applicable Tribal Code Governing Judicial Conduct and Authority.

1. Subject to yearly Performance Evaluations.

GENERAL QUALIFICATIONS:

- a. Valid Driver's License.
- b. Able to work cooperatively and foster teamwork by helping co-workers with essential functions.
- c. Strong communication and organization skills required.
- d. Must not have been convicted of a felony ever in any federal or state court, or misdemeanor in any tribal, federal or state court or offense within the preceding 5 years. Must not have been convicted of an offense involving moral turpitude ever.
- e. Be over the age of 25 years of age.
- f. Be a resident of the State of Washington at the time of appointment or be willing to relocate.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- g. Manual dexterity to operate personal computers and other necessary office equipment.
- h. Must be able to work in a fast-paced, multi-task environment.

SALARY: Depending on Experience (DOE).

FRINGE BENEFITS: Annual and medical leave. Excellent health insurance including medical, dental and vision. Disability and life insurance. Retirement fund that vests 100% immediately.

APPLICATION: Please send Resume, References, Writing Sample and Letter of Interest to:

Northwest Intertribal Court System
Attn: Katie Nicoara
20818 44th Avenue W., Suite 120
Lynnwood, WA 98036

Or email hr@nics.ws

CLOSING DATE: Friday, February 14, 2014 @ 4:30 P.M.
If you have questions, please contact NICS at (425) 774-5808.