

Job Announcement

Position Title: District Court Judge (Repost)
Location: Judicial Branch
Reports to: Chief Justice
Opening Date: August 14, 2014
Closing Date: "Until Filled"

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.***
****Mille Lacs Band Member/American Indian preference applies******

SUMMARY:

The District Court Judge presides over the District Court of the Mille Lacs Band of Ojibwe Indians and exercises judicial authority over cases in law and equity for the specific purposes of promoting the general welfare, preserving and maintaining justice, and protecting the rights of all persons under the jurisdiction of the Non-removable Mille Lacs Band of Ojibwe. This is a six-year term.

QUALIFICATIONS:

- Graduated from an accredited law school, and be a member in good standing of a State Bar Association required. Five (5) consecutive years membership in the Minnesota State Bar Association is preferred.
- Ten (10) years or more experience in the legal field and have been engaged in the practice of law for a period of at least five (5) years, required.
- Minimum of three (3) years bench experience preferred.
- Be of good moral character, emotionally stable and mature.
- Must display a working knowledge of legal practices and standards and court procedures.
- Must have an understanding of Ojibwe culture or other American Indian culture and how tribal laws, customs and traditions affect dispute resolution. Prior study and/or practice in the field of Indian Law.
- Considerable knowledge of Tribal, Federal, and State laws and ordinances, and other lawful regulations that may affect the resolution of disputes in the Court of Central Jurisdiction of the Mille Lacs Band of Ojibwe and knowledge of principles of tribal sovereignty and jurisdiction.
- Need moderate computer skills. Attention to detail and time management capabilities are required.
- Excellent verbal and/or written communication skills. Ability to discern legal issues, define problems, collect data, establish facts and draw valid legal conclusions and develop timely solutions.
- Shall have never been convicted of a felony, gross misdemeanor, or a crime involving dishonesty; and shall never have been disbarred by any jurisdiction.
- Valid and current Minnesota Driver's License and insurability under the Mille Lacs Band's insurance policy required.

DUTIES AND RESPONSIBILITIES:

- Exercise judicial authority over cases, including Civil, Domestic/Harassment, Family Law, Criminal, Traffic, and Juvenile matters.
- Operate at a high level of efficiency with constant application of principles and procedures as dictated by the Mille Lacs Band Statutes, Court Rules, Constitution and the Bylaws of the Minnesota Chippewa Tribe, Federal and State laws.
- Supervise of law clerks and oversight supervision of all procedures that are used in the Courtroom or to support Courtroom activity.
- Preside over hearings and listen to allegations made by plaintiffs to determine whether the evidence supports the charges.
- Exercise considerable discretion and/or relies on own knowledge of the law in resolving judicial issues and is required to render a judgment in accordance with existing law.
- Read documents on pleadings and motions to ascertain facts and issues.
- Rule on admissibility of evidence and methods of conducting testimony.

- Research legal issues and write opinions on the issues, at hand.
- Issue written decisions on case determinations.
- Advise attorneys, juries, litigants, and court personnel regarding conduct, issues, and proceedings.
- Interpret and enforce rules of procedures or establish new rules in situations where there are no procedures already established by law.
- Monitor proceedings to ensure that all applicable rules and procedures are followed.
- Issue warrants for search, or arrest and appearance of individuals.
- Preside in jury trials and assist with jury management. Gives jury instructions on applications of facts to law.
- Settle disputes between opposing counsel.
- Impose restrictions upon parties in civil cases until trials can be held.
- Provide information regarding the judicial system by attending community meetings and other business meetings.
- Travel to other districts of the Mille Lacs Band of Ojibwe Indians at least four (four) times per month to hear cases.
- Travel outside of the State is not required unless a mandatory conference is to be attended. The District Court Judge must keep current on all laws and issues that impact the Tribal Court, to include continuing legal and judicial education.
- Meet regularly with the Chief Justice of the Court, Court Administrator and as required with other elected officials of the Mille Lacs Band of Ojibwe Indians.
- Assist in the development and implementation of plans, goals and objectives to ensure the effective and efficient administration of justice.
- Coordinate with other tribes, county, state or federal authorities on court-related matters.

Submit resume, cover letter, and employment application to:

**Mille Lacs Band of Ojibwe
Human Resources Specialist
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320)532-7492
e-mail to hr@millelacsband.com**