

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 contract for one-year, subject to renewal

QUALIFICATIONS: Member of a federally recognized tribe, licensed lawyer or be a current tribal judge elsewhere; final approval subject to appointment by the Board of Directors of the Tulalip Tribes. Minimum five years judicial experience; solid knowledge of tribal court system, criminal justice required; familiarity with and sensitivity to, Indian reservation communities required. Five years experience with Federal Indian law and tribal law preferred. Knowledge or experience with Drug Court training and requirements preferred.

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.

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

PERFORMANCE CRITERIA

1. Develop and implement policy 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. Keep accurate records of cases and scheduled court hearings for quarterly and annual reporting to NICS Governing Board and funding sources.
3. Determine adequacy of filing system, maintain adequacy of calendaring of court dockets and make recommendations as appropriate.

JOB DUTY #3: Assist NICS Administrator in managerial functions and financial reporting:

PERFORMANCE CRITERIA

1. Assist in the management of judicial unit as requested.
2. Participate in fund raising activities for NICS as requested by the administrator.
3. Represent judicial unit in communications and meetings of NICS and/or tribal departments, tribal representatives and groups and organizations that are not part of NICS 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.

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 under any tribal Ordinance involving moral turpitude within the last year.
- e. Be over the age of 21 years of age.
- f. Be a resident of the State of Washington at the time of appointment.

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: DOE

FRINGE BENEFITS: Annual and medical leave. Fourteen paid holidays.

APPLICATION: Please submit resume, references, writing sample and letter of interest to:

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

OR email to hr@nics.ws

CLOSING DATE:

February 27, 2015, 5:00 P.M.

For further information call NICS at (425) 774-5808, fax (425) 744-7704.