

The Tulalip Tribes Tribal Court Job Description

Note: The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

1. **Job Title:** Associate Judge
2. **Job Number:**
3. **Education:** Licensed to practice law in any state and in good standing.
4. **Skills:**
 - Able to work cooperatively and foster teamwork by helping co-workers with essential functions.
 - Strong communication and organization skills required.
5. **Experience:**
 - Solid knowledge of tribal court systems, criminal justice and civil law experience required.
 - Familiarity with and sensitivity to, Indian reservation communities required.
 - Five years' experience with Federal Indian law and tribal law and a minimum of 2-5 years judicial experience.
 - Knowledge or experience with Drug Court training and requirements preferred.
 - Experience conducting jury trials.
 - Felony-level criminal experience preferred but not required
6. **Other Requirements:**
 - Must either be a judge from any Federally-recognized Indian tribe, licensed to practice before the Washington State Bar Association, or any other qualified person appointed by the Tribal Board of Directors, or possess a Juris Doctorate from an accredited law school.
 - Valid Driver's License.
 - Must not have been convicted of a felony ever in any Federal or State court or of a Class E offense under Tulalip Tribal law
 - Must not within the previous 5 years been convicted of a misdemeanor in any Tribal, Federal or State court.
 - Must be of high moral character and never been convicted of an offense involving moral turpitude ever.
 - Be over the age of 25 years of age.
 - Be a member in good standing of the Tulalip Bar.
 - To be eligible to serve as Chief Judge of the Tribal Court, a person must also possess administrative experience in addition to the requirements included in this section.
7. **Physical Characteristics and/or Prerequisites:** Manual dexterity to operate personal computers and other necessary office equipment. Must be able to work in a fast-paced, multi-tasked environment.
8. **Tribal Department:** Tulalip Tribal Court
9. **Employee Classification:** Exempt
10. **Job Summary:** To 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.
11. **Employee Reports to:** Chief Judge of Tulalip Tribes
12. **Employee Supervises:** Non-applicable.
13. **Extent of Job Authority:** Hear scheduled cases at the Tulalip Tribal Court, using Tribes applicable codes and laws, adjudicating matters and entering decisions on the record. Assist the Tribal Court Clerks and administrator with effective maintenance of court records and improving court-filing procedures. Assist Tulalip Court Director in public and community relations. Participate in trainings to improve skills applicable to the function of Judge. Abide by applicable Tribal Code governing Judicial Conduct and Authority.
14. **Specific Duties Performed:**
 - Prepare and issue all necessary written orders, findings of fact, and conclusions of law, judgment orders, and opinions in a timely manner.
 - Provide legal research and writing when necessary for the decision in a case in a timely manner.
 - Facilitate development of alternatives to trial for resolution of disputes.

- 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.
- Maintain adequacy of calendaring of court dockets and make recommendations for improvement as appropriate.
- Well-versed or willing to learn automated case management systems.
- Participate in working groups to enhance the justice system of the Tribes.
- Be available 24-7 to sign Search Warrants

15. **Terms of Employment:** This is a regular full-time position requiring at least 40 hours per week. Increase in pay is subject to budgetary restriction, following successful completion of applicable probationary period.
16. **Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. His job description is not an employment agreement or contract.
17. **Pay Rate:** Depending on Experience (DOE)
18. **Opening Date:** July 1, 2015
19. **Closing Date:** July 31, 2015

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

Wendy Church, Tulalip Tribal Court Director
6103 31ST Avenue NE
Tulalip, WA 98271