

WINNEBAGO TRIBE OF NEBRASKA

P.O. Box 687 * Winnebago, Nebraska 68071 * PH: 402-878-2272 * Fax: 402-878-2963

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Employment Announcement PRNL – 06-101

Opening Date: April 8, 2016
Closing Date: Open until filled

Position: ASSOCIATE JUDGE (Tribal Supreme Court)

Immediate Supervisor: Tribal Council

Condition of Employment: 2-year Appointment Salary Grade: Negotiable

ORGANIZATIONAL LOCATION & DUTY STATION: Location is at the Winnebago Tribal Court Building in Winnebago, Nebraska 68071.

HOW TO APPLY: Applicants must submit the following applicable documents to: Winnebago Tribe of Nebraska. **ATTENTION:** Personnel Office, P.O. Box 687 Winnebago, Nebraska 68071. For further information on this vacancy, call Personnel at 402-878-3128. Applicants must submit a letter of application for the SPECIFIC position applied for with a complete resume, or a letter of application with a completed application form and three (3) letters of reference. If claiming Indian preference, verification of Indian quantum and/or veteran status must be confirmed. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Applications and required documents must be received by the Personnel Office **NO LATER THAN THE CLOSING DATE: FAILURE TO SUBMIT THE REQUIRED DOCUMENTS BY CLOSING DATE WILL RESULT IN NOT BEING CONSIDERED FOR THE POSITION.**

NATURE OF WORK: The Winnebago Tribal Court and Supreme Court are courts of record, having civil and criminal jurisdiction over all causes of action under the jurisdiction of the Winnebago Tribe of Nebraska. Associate Justice(s), in cases within their authority, shall have the duty and power to hear appeals from the trial level court of the Winnebago Tribe of Nebraska. Justices shall conduct hearings and issue all orders and papers incident thereto, in order to administer justice in all matters within the jurisdiction of the Supreme Court. Justices shall take an oath to support and protect the Constitution of the Winnebago Tribe and to administer justice in all causes coming before him/her with integrity and fairness, without regard to the persons before him/her. The Winnebago Supreme Court convenes hearings on an as needed basis.

Illustrative Examples of Work:

1. Hold and conduct hearings as needed at a designated time and place.
2. Issue any writs or orders necessary and proper to the complete exercise of the court jurisdiction, or cause a court to act where such court unlawfully fails to act within its jurisdiction.
3. Administer oaths and otherwise undertake all duties and exercise all authority of a judicial officer under the law.
4. Hear and decide all cases properly brought before the court.
5. Enter all appropriate orders and judgments.
6. Keep all court and other records as may be required.
7. Comply with the Winnebago Supreme Court Rules of Appellate procedure, the Code of Judicial Conduct and all other applicable tribal laws and rules.

2. Demonstrate a moral integrity and fairness in his/her business, public and private life.
3. Have no conviction of a felony, whether or not actually imprisoned.
4. Have no convictions of any offense, except traffic offenses, for a period of two years preceding his/her appointment. The two-year period shall begin from the date the person was unconditionally released from supervision of any sort as a result of a conviction.
5. Have regularly abstained from the excessive use of alcohol and or/ any use whatsoever of illegal drugs or psychotoxic chemical solvents.
6. Be at least 25 years of age.
7. Not be a member of the Tribal Council, or the holder of any other elected tribal office of this tribe, provided that a candidate who is a member of the Tribal Council, or the holder of some other elective tribal office, may be confirmed as a judge subject to his/her resignation. Upon resignation from his/her office, he/she may be sworn in as and assume the duties of judicial office.

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. In the absence of qualified Indian applicants considerations shall be given to applicants without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.


JOB CLEARANCE SIGNATURE

7/25/16
DATE