



Havasupai Tribe Job Announcement

POSITION: Tribal Chief Judge, Havasupai Tribal Court

SUPERVISOR: Tribal Council

OPENING DATE: November 22, 2017

CLOSING DATE: Open Until Filled

SUMMARY OF POSITION

The Tribal Chief Judge would preside over a broad range of civil and criminal cases for the Havasupai Tribal Court. This position would require an individual to review a broad range of civil and criminal matters, and render decisions under Havasupai Laws. The Tribal Chief Judge must have the ability to remain unbiased and ensure the fair and impartial administration of justice in the Havasupai Courts.

ESSENTIAL DUTIES

1. Review civil and criminal cases, other pleadings and render decisions according to the Havasupai Constitution, the Havasupai Law and Order Code, Havasupai rules and procedures, and Havasupai tribal traditions and customs (collectively "Havasupai Law").
2. To the extent Havasupai Law does not address a particular issue before the Court, the Tribal Chief Judge must also be able to assess and analyze other Federal, State or Tribal law to render a decision that is compatible with Havasupai Law.
3. Preside over oral arguments and be able to elicit pertinent information from all parties during oral argument proceedings.
4. Provide reports to Tribal Council on statistics of both criminal and civil cases.
5. Assist in development of the Tribal Law & Order Code.
6. Assist in setting and amending budgets, management of grant, reporting for grants, finances and setting docket of Tribal Court.
7. Supervise all court personnel; including Chief Assistant Court Clerk, Assistant Court Clerk, and Probation Officer.
8. Other duties as may be assigned by the Tribal Council.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITIES

1. Must be 25 years of age.
2. Must possess substantial legal education and experience to perform the essential duties described above.
3. Must be able to hear and decide cases and perform judicial duties in a fair and impartial manner while upholding the integrity and independence of the judiciary.
4. Must possess knowledge of Havasupai Laws, court rules and procedures, and applicable federal or state statutes including, but not limited to the Indian Civil Rights Act (“ICRA”), the Indian Child Welfare Act (“ICWA”), the Violence Against Women Act (“VAWA”), the Tribal Law and Order Act (“TLOA”) and the Sex Offender Registration and Notification Act (“SORNA”).
5. Must be able to communicate effectively in writing and verbally.
6. Must be able to maintain effective working relationships with other employees, Tribal Officials and the general public.
7. Must be of good moral character. In determining character, the traditions and customs of the Havasupai Tribe will be taken into consideration.
8. Must not have been convicted of a felony in any jurisdiction.
9. Must not have been convicted of a misdemeanor, or other non-felony offense, involving dishonesty or a crime of moral turpitude within the past 10 years in any jurisdiction.

REQUIRED EDUCATION AND EXPERIENCE

1. Must have a Juris Doctorate Degree from an ABA accredited law school; OR
2. Must have a bachelor’s degree AND at least 5 years of experience as a Judge in any tribal, state or federal court; OR
3. Must have at least 10 years’ experience as a Judge in any tribal, state or federal court.

ADDITIONAL REQUIREMENTS

1. Tribal Court experience is preferred.
2. Must be able to travel to Supai, Arizona.
3. Must serve a 1-year probationary period.

Interested applicants should provide a letter of interest and a current resume to Matt McReynolds at Matt.McReynolds@havasupai-nsn.gov.