



CENTRAL COUNCIL  
*Tlingit and Haida Indian Tribes of Alaska*  
Edward K. Thomas Building  
9097 Glacier Highway • Juneau, Alaska 99801

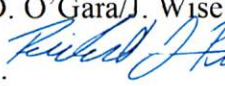
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## POSITION DESCRIPTION

Magistrate

### INFORMATION

Job Class: Legal Professional  
Department: Court  
Location of Work: Juneau, Alaska  
Salary Grade(s): G-13-15  
Hours of Work: Vary  
Employment Category: Regular Part-Time

Class Status: Active  
Type of Position: Non-Exempt  
Covered Position: Yes  
Prepared by: D. O'Gara/J. Wise  
Approved by:   
Effective Date:

### PURPOSE

Hears and decides judicial matters and enters judgments and orders on paternity, child support and enforcement of child support orders, as well as other issues related to child support and paternity matters. Builds upon and maintains credibility of the tribal court system both in the administration of justice for tribal citizens, and as a leader in the advancement of tribal justice statewide.

### REPORTING RELATIONSHIPS

Reports To: Presiding Judge  
Supervises: N/A  
Liaison To: N/A

### ESSENTIAL FUNCTIONS

- Protect and Promote the Integrity of the Tribal Court System
- Conduct hearings for recognition of paternity
- Conduct establishment and modification of child support orders
- Conduct enforcement of child support orders, and recognition of foreign court orders for income withholding
- Conduct hearings, develop and maintain the records, perform legal research and issue clear, cogent and legally defensible written decisions
- Maintain contact and working relationship with State and Tribal Judicial Systems
- Apply fair concepts and procedures of justice according to Tribal Statute
- General management: planning, organizing and coordinating the child support case load with emphasis on administration and completion of assigned cases under the direction of the Presiding Judge or her designee
- Must be willing to attend training
- Performs other duties as assigned

### DECISION MAKING AUTHORITY

Spending Authority: N/A  
Other Authority: N/A

## **NECESSARY SKILLS AND KNOWLEDGE**

- Excellent computer skills including MS office programs and familiar with databases.
- Demonstrated expert knowledge of court procedures and policies, legal documents, legal terminology, Tribal Law, Federal Indian Law, relevant Alaska State Law, and legal functions pertaining to the court.
- Demonstrated expertise in providing oral and written decisions with clarity
- Requires independent judgment in assessing individual case needs to determine appropriate action to be taken within specific tribal and federal statutes, rules, and guidelines.
- Demonstrated expertise in analysis of legal documents including decisions from other jurisdictions, statutes, regulations, and court pleadings.
- Recognized judicial temperament, judicial discretion, and superior oral and written communication skills.
- Must be familiar with and comply with the Tribal Rules of Judicial Conduct of T & H.
- Must reside in Juneau or surrounding area.
- Familiarity with Tlingit, Haida and Tsimshian cultures.

## **MINIMUM QUALIFICATIONS (education, experience, skills)**

- Juris Doctorate degree;
- A member of the Alaska State Bar in good standing to practice law in Alaska;
- No felony convictions;
- No misdemeanor convictions in the last 10 years
- Valid Driver's License

### **Substitution:**

- Two years of judicial experience may be substituted for Alaska State Bar membership

## **PREFERRED QUALIFICATIONS (education, experience, skills)**

- Four years previous experience and/or equivalent training involving Child Support and Family Law as an Attorney or Judicial Officer.
- Demonstrated Legal Advocacy for Indian Tribes and their Citizens

## **UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS**

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

## **CONDITIONS OF HIRE:**

- All employment at Tlingit & Haida is "at will". This means that the employee or Tlingit & Haida may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.
- Tlingit & Haida is a no tolerance workplace. All regular employees may be required to pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- Tlingit & Haida requires a criminal background check be conducted on all employees. All employment offers are conditional until federal criminal background check results verify your eligibility to work for Tlingit & Haida.

This Position Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Position Description and understand the essential functions of and qualifications for the job.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date