

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Juris Doctorate degree and three years related experience; or equivalent combination of education and experience. Must have excellent written and oral communication skills, with experience in writing a variety of court related documents. Must have knowledge and understanding of courtroom procedures.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in legal, mathematical or diagram form and deal with several abstract and concrete variables

Other Skills and Abilities

- To be eligible to serve as a judge of the Tribal Court, a person must:
 - (1) Be a member of a Federally recognized Indian Tribe;
 - (2) Be over the age of 28 years;
 - (3) Hold a Juris Doctorate and hold membership to a state bar; and
 - (4) Not have been convicted of an offense involving dishonesty or moral turpitude.
- Must be able to pass a background check.
- Knowledge of Tribal and federal laws applicable to the Tribal Court.
- Excellent oral and written communication skills.
- Knowledge and understanding of courtroom procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Apply online at <https://usr55.dayforcehcm.com/CandidatePortal/en-US/ptoiad>

If you have any questions about the online application, call (253) 573-7863 or email jobs@puyalluptribe-nsn.gov