

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-53**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Associate Judge
OPENING DATE: July 15, 2019
CLOSING DATE: August 1, 2019
DEPARTMENT: Pueblo Court
SALARY RANGE: E-18; \$66,004 - \$99,006

Position Summary:

Under general direction of the Presiding Judge, adjudicates cases, prepares decisions, and carries out other functions of the judicial processes. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Hears, tries, and determines a variety of cases to ensure the enforcement of and compliance with the Pueblo's codes and/or ordinances.
- Entertains pleadings from outside jurisdictions; holds hearings for bench warrants, requests for search warrants, extradition proceedings, etc.
- Adjudicates civil and criminal cases; imposes judgment, fines, penalties, and/or sentences as appropriate.
- Solicits input from probation officers and other relevant personnel to determine appropriate sentences and penalties, and makes referrals to applicable service providers.
- Drafts orders, opinions, or other pleadings as required.
- Refers to other courts of competent jurisdiction certain cases for disposition.
- Develops and maintains comprehensive case files; develops required narrative and statistical reports.
- Ensures the confidentiality of client information.
- Assists in the preparation and maintenance of program budgets; develops required narrative and statistical reports.
- Assists in the evaluation and assessments of Court processes and procedures; offers/recommends changes.
- Develops and maintains solid relationships with other Pueblo of Laguna departments and programs, outside agencies, judges, and judicial organizations.
- Maintains professional knowledge by conducting research, reviewing case histories and rulings; attending relevant training and workshops; and establishing networks with like programs.
- Acts as Presiding Judge when required.
- Complies with standards of conduct applicable to licensure and profession.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Juris Doctorate from an accredited law school required. Five years experience in the legal profession required. Two years of judicial experience preferred. Member in good standing with the New Mexico State Bar required. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Associate Judge is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Professional Services Employment Agreement	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government, pueblo customs, and traditions.
- Knowledge of applicable laws, regulations, and requirements, including applicable Chapters of U.S Code, Title 25 – Indians, the Pueblo of Laguna Constitution, Codes, and Ordinances.
- Knowledge of standards of conduct applicable to licensure and profession.
- Knowledge of courtroom processes, procedures, and protocol.
- Knowledge of proper spelling, grammar, punctuation, and legal terminology.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and establish positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to work independently and meet strict time lines.
- Ability to analyze situations, make solid decisions, and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare comprehensive, accurate reports and present detailed, accurate and objective oral presentations.
- Ability to interpret and enforce applicable laws, regulations, and requirements.
- Ability and skill to be persuasive and tactful in controversial situations.
- Skill, preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES