

## THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: **000000**

CLASS CODE: **9013**

Date Posted: \_\_\_\_\_

Closing Date: **OUF**

POSITION TITLE: **District Court Judge**

DEPARTMENT NAME: **Judicial District Court**

WORKSITE LOCATION: **Navajo Nation Wide**

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input type="checkbox"/>	Salary Range: <u>\$74,755.20 - \$86,632.00</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$35.94 - \$41.65</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <b>EXEMPT</b>

### DUTIES AND RESPONSIBILITIES:

Under the administrative direction of the Chief Justice of the Navajo Nation Judicial Branch, shall perform work of unusual difficulty in presiding over civil, criminal and family court cases; provides policy direction and guidance in the operation of the Judicial District; performs related duties as assigned. Hears and decides cases within the jurisdiction of the Navajo Nation courts, including but limited to evidentiary hearings, motions writs and trials; issues search and arrest warrants; hears the facts and interprets and applies applicable statutes, rules, ordinances, and case law; performs legal research; adheres to case management policies; renders orders and judgments on cases heard before the court. Provides policy guidance in resolving administrative, operational and related managerial issues; assures compliance with consent decree establishing health and safety standards for the Nation's detention facilities; provides legal education and information on works of the Navajo Nation Courts to the public and other governmental entities including state and federal governments; conducts ministerial duties not limited to oath of office; may serve on Navajo Nation court related projects for purpose of improving the quality of justice.

### QUALIFICATION REQUIREMENTS:

#### Education, Training and Experience:

**Pursuant to 7 N.N.C. § 354. Qualifications for judicial appointment, A. District Courts.** An applicant shall have earned, at a minimum, an Associate of Arts or Science degree from an accredited institution of higher education. An applicant who has earned a higher educational degree shall be preferred, with particular preference being given to a law degree (J.D. or LL.M.); and, shall have at least four (4) years of direct work experience in a law related area.

#### Minimum Qualifications for Application:

**Pursuant to 7 N.N.C. § 354** applicant must produce a certificate of good health from a licensed physician, attest to the fact that they have no physical addictions, provide/submit a writing sample illustrating the ability to clearly show organization and communication skills, demonstrate there are no present or past conflicts of interests that would have the appearance of partiality or bias in cases brought to the courts, submit letters of reference that outline motivation, employment performance, character and capacity for honesty and impartiality, demonstrated managerial skills necessary for supervising staff, coordinating budget and personnel requirements, verbal communication and writing abilities. Applicant must be an enrolled member of the Navajo Nation, 30 years or older, no misdemeanor or felony convictions, able to successfully pass a criminal background check. Applicant must demonstrate fluency in both the Navajo and English languages.

#### Probationary Status and Appointment:

**Pursuant to 7 N.N.C. § 355 Appointment; term of office,** the selected applicant shall be appointed by the Navajo Nation President and serve a two (2) year probationary period in which the Judiciary Committee shall review the probationary status and recommend to the Navajo Nation Council for permanent appointment and confirmation.

**To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.**

**THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN  
ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: October 01, 2010**