



**WIND RIVER INTER-TRIBAL COUNCIL
HUMAN RESOURCE OFFICE
15 NORTH FORK ROAD
P. O. BOX 217
Phone: 307-335-2046 FAX: 307-332-5015**



Position Description:

Chief Judge

SALARY:

Compensation shall be paid the same rate as a GS-12 in the General Schedule Federal System.

SUPERVISOR:

The Chief Judge is under the general supervision of the Wind River Inter-Tribal Council

The Chief Judge of the Tribal Council has a high degree of personal responsibility for sound, independent judgement and for decisions concerning the total scope of the Tribal Court Program. Serves as the Chief Judge for Court established and recognized by the Eastern Shoshone and Northern Arapaho Tribes in accordance with Law and Order Code. The Chief Judge serves by appointment of the Wind Inter-Tribal Council for a term not exceed four (4) years, as set forth in the Law and Order Code.

The Chief Judge shall be paid the same rate as a GS-12 in the General Schedule Federal System and the position will be on a full-time and permanent basis.

Essential Duties and Responsibilities

1. The Chief Judge shall be responsible for conducting civil case hearings before the court, including contracts and tort cases, except when the Chief Judge is required to recuse himself or herself or is disqualified from hearing a case for cause.
2. The Chief Judge shall hear criminal arraignment, trials and juvenile hearings.
3. The Chief Judge administers the operation of the Tribal Judiciary including the assignments of cases and the management of the courts calendar and business.
4. The Chief Judge shall coordinate relationships contacts with federal, state, county and local authorities on court related matters.
5. Issues or directs issuance of court documents, subpoenas, warrants, summons writs, judgement, decrees ad other legal documents relating to the courts.
6. Performs marriage ceremonies and solemnizes marriages.
7. Administer oaths of office in all cases when a Judge of the Tribal Court is permitted to act.
8. Take acknowledges and depositions.
9. Sets bonds, accepts pleas and imposes sentences.
10. Appoints counsel where appropriate,
11. Preserve and enforce order in his/her us engaged in the performance of his/her official duty
12. Compel obedience to his/her lawful orders.

13. Administer oaths to person in proceedings before him/her and in any other case where such shall be necessary in the exercise of his/her powers and duties.
14. Punish for contempt of court to assure the effectual exercise of these powers.
15. Will administer an examination of those applying for a license to practice in the court.
16. Chief Judge will sit as Appellate Judge.

Supervisory

Is responsible for the supervision of (1) Associate Judge, one (1) Associate/Appellate Judge and one (1) Court Administrator.

Qualifications

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, skills and/or ability required.

Education and/or Experience

Must have a juris Doctor degree from an ABC accredited law school and be a member in good standing with a state bar association. The successful candidate will be expected to obtain licensure in the State of Wyoming, within one (1) year of hiring. Must be licensed or have the ability to be licensed in the Shoshone and Arapaho Tribal Court within thirty (30) days of hire.

Must have experience with tribal courts and the enforcement of laws. Must have excellent written and oral communication skills, with experience in writing a variant 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 speech and presentations on controversial or complex topic to top management, public groups and/or board of directors.

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, mathematics or diagram form and deal with several abstract concrete variables. Advanced knowledge of civil law Shoshone and Arapaho Law and Order Code, ordinances, rules, precedents and relationships affecting jurisdiction criminal, civil and juvenile cases in Indian country.

Knowledge of tribal customs, traditions and ordinances and to be able to protect the sovereignty and customs of the Shoshone and Arapaho Tribes and protect the rights of the people.

Ability to communicate with and gain confidence of federal, state, county and tribal officials to carry out the judicial program needs.

Ability to recognize sensitive and complex issues relating to court cases and handle them effectively.

Ability to organize, develop and staff a comprehensive judicial program using good judgement.

Ability to display a high level of judgement and proficiency relating to court cases

Effective administration of justice on the Wind River Indian Reservation has a significant impact on every aspect of life on the reservation. The Chiefs Judge's work can result in the safety and security of the community as well as assuring the people of fair and equal treatment.

Other Skills and Abilities

To be eligible to serve as Chief Judge of the Tribal Court, person must:

1. Be at least 30 years of age.
2. Never been convicted of a felony crime.
3. Other than traffic violations, has not, in any federal, state, or tribal court, been convicted of a misdemeanor crime or have pending charges in the one (1) year immediately before his/her appointment.
4. Has not received a dishonorable discharge from Armed Forces of the United States of America.
5. Must successfully complete an examination covering the laws of the Shoshone and Arapaho Tribes of the Wind River Reservation.
6. Has successfully complete training for the position as a Chief Judge.
7. Tribal court judicial experience preferred.
8. Requires thorough knowledge of Federal Indian law.
9. Must be an enrolled member of either the Eastern Shoshone Tribe, Northern Arapaho Tribe, or any other recognized Native American Tribe.
10. Must be able to pass a background check.
11. Will be subject to a drug screening prior to employment and must test negatively for use of an illegal substances.
12. Excellent oral and written communication skills
13. Knowledge and understanding of courtroom procedure.

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.