



## The Three Affiliated Tribes Fort Berthold District Court Job Description

### ***EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***

<b>POSITION:</b> Chief Judge	<b>FLSA STATUS:</b> FT-Regular
<b>DEPARTMENT:</b> Ft Berthold District Court.	<b>LOCATION:</b> New Town, ND
<b>SALARY:</b> DOE	<b>OPENING DATE:</b> 2/10/2020
<b>CLASSIFICATION:</b> Exempt	<b>CLOSING DATE:</b> until filled

**POSITION SUMMARY:** Position includes but is not limited to the following.

#### **MAJOR DUTIES:**

- The Chief Judge shall preside over all matters properly brought before the Court, and shall preside over arraignments in the absence of the Magistrate Judge.
- Presides over all criminal, juvenile, and custody hearings.
- Issues or directs issuance of court documents, subpoenas, warrants, summons, writs, judgments, decrees and other documents relating to the Court.
- Exercises supervision over all receipts and disbursements made within the Court system.
- Directs the preparation of fiscal reports, the annual budget and modifications thereto.

#### **SKILLS AND KNOWLEDGE:**

- Knowledge of civil law, criminal law, juvenile law, and the tribal constitution, codes and ordinances, rules, precedents and the relationships affecting jurisdiction on criminal, civil and juvenile cases in Indian territory.
- Knowledge of tribal customs, traditions, constitution and ordinances for the protection of individual rights and the sovereignty of the Mandan, Hidatsa and Arikara Nation in the exercise of jurisdiction and application of law.
- Ability to recognize sensitive and complex issues relating to court cases and handle them effectively.
- Ability to display a high level of judgment and proficiency relating to court cases.
- Ability to communicate effectively with Federal, State and Tribal officials.

#### **RESPONSIBILITIES:**

- Takes all steps necessary to ensure order in his court, compel obedience to his lawful orders, and to compel attendance of person in a proceeding before him as provided by law.
- Punish for contempt to assure the effectual exercise of these powers.
- Provide guidance to support staff on legal and judiciary procedures.



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- Participates in the development of policy and procedures which contribute to the improved delivery of services and administration of Justice on the Fort Berthold Reservation.
- The Chief Judge shall coordinate relationships and contracts with Federal, State, County and local authorities on court related matters.
- The Chief Judge shall abide by the Model Code of Judicial Conduct, adopted by the Tribal Business Council.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

### **QUALIFICATIONS:**

Must be a graduate from an accredited law school and be a member in good standing of a bar association of any state or federal court. Must have a minimum of three (3) years trial experience. Must have experience and knowledge of federal Indian law and apply the Code of Laws of the Three Affiliated Tribes for the protection of individual rights and for the preservation and enhancement of sovereignty. Must not have been convicted of a felony; or have committed a misdemeanor within the past year for which a punishment of imprisonment was imposed. The candidate must demonstrate and maintain fitness of character and competency for the appointment to the Judicial Office.

### **SUPERVISORY REQUIREMENTS:**

- The Judge shall exercise independent authority and judgment for decisions on matters relating to court cases. Exercises supervision over all Court staff.

### **SUPERVISION RECEIVED:**

- Is directly responsible to the Tribal Judiciary Committee for administrative purposes only.

***Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

*Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.*



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**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO ARE AT LEAST 1/4 DEGREE AND WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THEIR DEGREE OF INDIAN BLOOD AND AGENCY ENROLLED.**

**All interested persons must submit the following information:**

- \* TAT Application**
- \* Copies of**
  - Diplomas/Certificates and Transcripts**
  - Drivers License & Social Security Card**
  - Indian or Veteran Preference documents (If applicable)**

**Submit all necessary information to one of the following addresses:**

**Three Affiliated Tribes/MHA Nation  
Human Resource Department  
404 Frontage Road  
New Town, ND 58763  
Phone# 701-627-4781  
Fax# 701-627-2960**

**Job Services of North Dakota  
P.O. Box 477  
New Town, ND 58763  
Phone# 701-627-4390**