



# PUYALLUP TRIBE OF INDIANS

## JOB ANNOUNCEMENT



<b>OPEN:</b>	<b>FEBRUARY 14, 2020</b>	<b>CLOSE:</b>	<b>APRIL 14, 2020</b>
<b>JOB TITLE:</b>	<b>ASSOCIATE JUDGE</b>	<b>DEPARTMENT:</b>	<b>TRIBAL COURT</b>
<b>REPORTS TO:</b>	<b>CHIEF JUDGE</b>	<b>HOURS:</b>	<b>40 HRS/WK – FULL TIME</b>
<b>SALARY:</b>	<b>BASED ON JUDICIAL SALARY SCALE + BENEFITS*</b>	<b>REQUISITION #:</b>	<b>168</b>

(NOTE: THIS POSITION IS PARTIALLY GRANT-FUNDED.)

*\*The Puyallup Tribe of Indians provides a generous benefits package that includes employer paid medical, dental, vision, life insurance, a retirement/401(k) plan with profit sharing, paid holidays, and paid time off including birthday leave.*

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**Application Requirements:**

- Resume
  - Sample of work: Writing sample of a written decision
  - At least two (2) signed letters of recommendation
- When completing the online application, upload all documents as one (1) PDF file to 'Resume, or send additional documents to [jobs@puyalluptribe-nsn.gov](mailto:jobs@puyalluptribe-nsn.gov).*
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**POSITION SUMMARY:**

Serves as hearing judge for the Puyallup Tribal Court in accordance with the tribal Judicial Administrative Code. The term of the Associate Judge shall be three (3) years from the date of appointment by the Tribal Council. A judge may be reappointed at the expiration of a term in the discretion of the Tribal Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Hears cases brought before the court or jury, including, but not limited to criminal, civil, fishing, hunting, youth dependency, traffic, housing, gaming, employment and all domestic violence related cases.
2. Determines the meaning, interpretation, and application of the Tribal Constitution and laws and, where appropriate, other authorities.
3. Issues subpoenas compelling the attendance of witnesses at proceedings.
4. Issues search warrants and warrants to apprehend pursuant to the Tribe's rules governing criminal procedure.
5. Determines the amount of bail to be posted.
6. Issues any order or writ necessary and proper to the complete exercise of the powers and the general authority of the court, including those necessary to compel compliance with orders of the court and to punish persons for failure to comply.
7. Conducts legal research and writing.
8. Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **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> or visit the Puyallup Tribe's website at <http://www.puyallup-tribe.com/Employment/>.

### **Online Application Tips:**

1. If you are using a PC, use Internet Explorer. If you are using a MAC, use Safari.
2. Do not use a mobile cellular device.
3. Upload additional documents (resume, cover letter, letters of recommendation, proof of Indian blood, etc.) to the resume tab as one (1) PDF file or email documents to [jobs@puyalluptribe-nsn.gov](mailto:jobs@puyalluptribe-nsn.gov) and we can add them to your online application. Please send in copies of any degrees or certificates that you have been awarded.
4. Indian Hiring Preference – send in the appropriate documentation for the category you select. If you have any questions about the hiring preference policy or what document to send in, email us at [jobs@puyalluptribe-nsn.gov](mailto:jobs@puyalluptribe-nsn.gov) or call (253) 573-7863.
5. Provide 3+ references (we cannot obtain references from direct family members – parents, grandparents, siblings, or children). One reference must be your most recent supervisor. We prefer the rest of your references to include co-workers, subordinates, or other supervisors, but we can accept a personal reference from someone who is familiar with your work ethic, habits, and attendance. You can send in letters of recommendation to [jobs@puyalluptribe-nsn.gov](mailto:jobs@puyalluptribe-nsn.gov)
6. To add more employment, education, references, etc., click on the small + sign at the top right corner of the page.
7. When entering salaries, only use numbers. Do not use any other characters (such as , . or \$)
8. After you submit your application, you will receive an email confirmation. If you do not receive an email, please call the office to confirm submission.

*If you have any questions about the positions or the online application, please call (253) 573-7863 or email [jobs@puyalluptribe-nsn.gov](mailto:jobs@puyalluptribe-nsn.gov).*