



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

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VACANCY ANNOUNCEMENT

Department: Judicial
Position: Associate Judge (Exempt)
Reports To: Chief Judge
Salary: DOE
Closing Date: April 17, 2020 at 5:00 PM

Job Summary:

The Associate Judge is responsible for fairly and impartially hearing and deciding judicial cases and matters within the jurisdiction of the Colorado River Indian Tribes Tribal Court pursuant to the CRIT Tribal Laws, Codes, Rules and regulations as assigned by Chief Judge

Duties & Functions:

1. Handles, presides over and adjudicates all criminal, civil, juvenile, traffic and fish & game cases and litigation as assigned by the Chief Judge.
2. Hears Cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments, and decision. Conducts legal research and issues memoranda of decision within the timelines established by tribal law.
3. Prepares, issues and/or submits reports, letters, memorandum, and similar types of correspondence and communications with the Chief Judge, court personnel, litigants, parties to cases, attorneys, legal counsel, and CRIT tribal administration personnel.
4. Issues orders, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court.
5. Performs legal, judicial and administrative duties associated with and furtherance of the performance of the duties stated in paragraph one above.
6. Provides administrative direction to court staff in connection with and furtherance of the performance of the duties stated in paragraph one above.
7. Attends training, staff meetings and meetings with the CRIT tribal government representatives, State, County and Federal County government representatives, and the CRIT general public as directed and/or authorized by the Chief Judge.
8. Performs other duties that may be assigned by the Chief Judge.
9. Creates, adopts, develops and implements appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.



10. At the direction and with the assistance of the Chief Judge, may assist the Chief Judge with the following: (a) interviewing, hiring, and training court employees; (b) planning, assigning, and directing work of court employees; (c) appraising performance; rewarding and disciplining employees and (d) addressing complaints and resolving problems.
11. The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.
12. Other duties may be assigned at the discretion of the Chief Judge or designee to fulfill the Department's needs, objectives and/or goals.
13. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Ability to read and analyze, interpret and apply in written form the CRIT Tribal laws (e.g. codes, statutes, rules, regulations, case law and other legal and professional documents, journals, periodicals, reports, business correspondence, and manuals).
2. Skills in use of office computers, word processing and office computer software, office machine usage, office copier and other similar office equipment to the extent that the Applicant's use of such technical skills satisfies and meets the PRIMARY DUTIES AND RESPONSIBILITIES listed above.
3. Ability to solve legal matters, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities.

Qualifications:

To perform this job successfully, an individual must meet the following minimum qualifications:

1. Must be twenty-five (25) years of age or older.
2. Must possess substantial legal education or experience to perform the duties and responsibilities listed above.
3. Must possess knowledge of CRIT Tribal laws, court rules and procedures, and applicable federal statutes such as the Indian Civil Rights Act (ICRA), Indian Child Welfare Act (ICWA) and Violence Against Women Act (VAWA).
4. Must have the ability to understand and apply appropriate the laws and rules of the CRIT Tribe with impartiality; ability to communicate effectively both verbally and in writing; ability to establish effective working relationship with employees, attorneys and advocates, parties to cases and the general public.
5. Must be competent to perform all the duties of the position; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
6. Must not have been convicted of a felony, or of a misdemeanor or other criminal offense involving dishonesty or moral turpitude with the last five years, in any Federal, Tribal or State Court.

Education & Experience Requirements:



1. Must possess substantial legal education or experience, as determined by the CRIT Tribal Council that enables the applicant to perform the PRIMARY DUTIES AND RESPONSIBILITIES listed above.
2. High School Diploma.
3. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Must successfully complete a drug screening test prior to appointment.
2. Physically able to perform duties assigned.
3. Occasionally work extended shifts as assigned, some weekends.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.



For Employment Application visit: <http://crit-nsn.gov>

**Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344**

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

