



Havasupai Tribe Job Announcement

POSITION ANNOUNCED: HAVASUPAI TRIBAL CONFLICT JUDGE

IMMEDIATE SUPERVISOR: HAVASUPAI TRIBAL COUNCIL

CONDITIONS OF EMPLOYMENT: CONTRACTED

DUTIES

The Tribal Conflict Judge will preside over the Havasupai Tribal Court when the Havasupai Chief Judge has a conflict on a matter before the court. Cases may include civil, criminal, juvenile, mental health, dependency, and severance of parental rights cases.

Typical duties include the following, which are intended to be illustrative only:

- Preside over courtroom
- Hear evidence
- Rule on motions presented by parties
- Rule on admissibility of evidence
- Research legal issues pertinent to the case
- Question witnesses
- Instruct juries
- Issue rulings including giving a written opinion as necessary
- In criminal court, determine the guilt or innocence of criminal defendants and impose sentences on defendants found guilty
- Ensure the law is followed and carried out in every case
- Write correspondence and reports
- Maintain accurate records and files
- Work cooperatively with the Bureau of Indian Affairs, State, County, and other Indian and Federal Law Enforcement Agency Personnel
- Perform related duties as assigned and authorized

PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS

The work is mostly performed in an office environment and in tribal court. Travel to the Havasupai Reservation is normally required for hearings, though matters will be handled by telephone during the Tribe's current COVID-19 lockdown.

MINIMUM QUALIFICATIONS

- A Juris Doctorate from an accredited institution
- Bar admission in good standing in any state

- Must have experience in advocacy before tribal courts
- Must have a minimum of eight (8) years' experience in adult criminal and/or juvenile court, including trial experience
- Must possess knowledge of federal Indian law and the Federal Rules of Evidence
- Must have never been convicted of any felonies, and no misdemeanor in the past twelve (12) months
- Must pass a criminal background check
- Must pass a pre-employment drug and health screening
- Must possess, or have the ability to attain, a valid Arizona driver's license

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Thorough knowledge of criminal and civil procedures, jurisdictional rules, and the court system
- Knowledge of the missions, goals, policies, and procedures of the Havasupai Tribe
- Knowledge of principles and practices of legal profession
- Logical reasoning, analytical, and decision-making skills to analyze a complex case and statutory law and render sound legal decisions
- Mediation skills are necessary to resolve discovery disputes and promote a settlement between the parties
- Ability to produce written documents with clearly organized thoughts, using proper sentence construction, punctuation, and grammar
- Ability to meet deadlines
- Ability to adapt to changing work situations and assignments
- Ability to work independently and cooperatively with others
- Effective communication skills
- Skill in applying and interpreting statutes, ordinances, and other laws, and rules, regulations, and policies as they pertain to legal issues presented for review

HIRING PREFERENCE

Hiring preference will be given to applicants with knowledge of Havasupai tribal customs and traditional practices.

APPLICATION CLOSING DATE

August 31, 2020

Interested applicants should provide a letter of interest and a current resume to Kristin McPhie at kristin@drlawfirm.com.