



## Job Description

**Job Title:** Associate Judge  
**Department:** Hoopa Valley Tribal Court  
**Supervisor:** Chief Judge  
**FLSA Status:** Non-Exempt  
**Prepared By:** Chief Judge  
**Prepared Date:** 02/09/2021  
**Approved By:** Chief Judge  
**Approved Date:** 02/09/2019

### SUMMARY:

Under the administrative direction of the Chief Judge, responsible for fair and impartial administration of justice on matters assigned by the Hoopa Tribal Court Chief Judge. The list of essential duties and responsibilities is illustrative of the tasks performed by this position and is not all-inclusive.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Presides over and adjudicates a variety of civil infraction, traffic, and juvenile wellness cases as assigned by the Chief Judge.
- Hears cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments and decision. Conducts legal research and issues timely orders.
- Researches current case law as it applies to issues presented and, if needed, prepares written opinions.
- Issues orders, judgments, decrees, minute entries, summons, subpoenas, and all other lawful orders of the court.
- Performs legal, judicial and administrative duties associated with and in furtherance of the responsibilities of an Associate Judge.
- Attends continuing judicial education trainings.
- Participates in the creation, development and implementation of appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.
- Performs other duties that may be assigned by the Chief Judge.
- 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.

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

- Tribal, Federal, State laws, regulations and ordinances.
- Tribal jurisdictional issues and limitations.
- Indian Civil Rights Act
- Due Process
- Violence Against Women' s Act
- Tribal Law and Order Act
- Hoopa Valley Tribal Policies and Procedures
- Legal Research
- History and culture of the Hoopa Valley Tribal community and custom and traditions.

#### **COMPETENCIES:**

- Oral and written communication with attorneys, defendants, witnesses and court staff.
- Conducting court proceedings.
- Problem solving.
- Observing behavioral patterns of courtroom participants.
- Comprehend and make inferences from written material/filings.
- Produce written orders with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Conduct and control court proceedings.
- Appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Manage the cases scheduled in the courtroom in an effective and efficient manner.
- Establishing and maintaining effective working relationships with other judicial entities, regulatory agencies, court staff, government officials and community members.

#### **MINIMUM QUALIFICATIONS:**

- To perform this job successfully, an individual must meet the following minimum qualifications:
- Juris Doctorate degree and three years related experience; or equivalent combination of education and experience.
- 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 patient and courteous; and be capable of deliberation and decisiveness.
- 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 Tribal, Federal or State jurisdiction.
- Enrollment in the Hoopa Valley Tribe or another federally recognized tribe is preferred.
- Must provide at least two (2) judicial writing samples.

#### **CONDITIONS OF EMPLOYMENT**

- Employee must successfully pass an employment background check in accordance with Title 30A; Hoopa Valley Tribal Council's Employment Check Policy.
- No felony convictions.
- Be at least eighteen (18) years of age.
- Must possess and maintain a valid California Driver's License and insurable in accordance with the Hoopa Valley Tribe's Motor Vehicle Operators Policy.
- Indian Preference will be given in accordance with Title 13; T.E.R.O. Ordinance of the Hoopa Valley Tribe.
- Subject to Title 21; Drug & Alcohol Policy of the Hoopa Valley Tribe



## VACANT POSITION

The Hoopa Valley Tribe is accepting applications to fill the following vacant position:

**ASSOCIATE JUDGE**, Tribal Court Department, Regular, P/T,  
Salary: \$46.00/hr. DOE. Presides over and adjudicates a variety of civil and juvenile wellness cases as assigned by the Chief Judge; makes evidentiary rulings, reviews pleadings and issues orders, judgments, and decisions; and, performs legal, judicial, and administrative duties associated with an Associate Judge.

**Minimum Qualifications:**

- Juris doctorate degree and three years related experience, or an equivalent combination of education and experience;
- Must be of good moral character;
- Must not have been convicted of a felony, or, of any misdemeanor or other criminal offense involving dishonesty or moral turpitude within the last five years in any Tribal, federal or state jurisdiction.
- Enrolled members of the Hoopa Valley Tribe or another federal recognized tribe preferred.
- Must have a valid CA Driver's License and be insurable.
- Title 30A background check required.

This position is classified as safety sensitive. **DEADLINE: March 31, 2021**

For complete job descriptions, minimum qualifications and employment applications, contact the Human Resources/Insurance Department, Hoopa Valley Tribe, P.O. Box 218, Hoopa, CA 95546. Call (530) 625-9200, or email [hr1@hoopainsurance.com](mailto:hr1@hoopainsurance.com) or [hr2@hoopainsurance.com](mailto:hr2@hoopainsurance.com). The Tribe's Alcohol & Drug Policy and TERO Ordinance apply.

