

## **The Choctaw Nation of Oklahoma**

**Position Title:** District Court Judge

**Location:** Durant, Oklahoma.

**Deadline:** 8/16/21

### **Description:**

Job Purpose or Objective(s): To oversee the functions of the Choctaw Nation District Courts and sit as an impartial trier of all civil and criminal matters pursuant to the Codes of the Choctaw Nation of Oklahoma. To oversee all District Court staff and ensure compliance with the Judicial Canons.

### **Primary Tasks:**

1. Sit as an impartial trier of all civil and criminal matters.
2. Maintain a docket of all cases pending before it.
3. Supervise the Court Clerk, deputy Clerks, Reporters, and all other officers and associates of the Court.
4. Prepare and submit a proposed annual budget to the Chief Justice, for consideration of Council each year, and action prior to the regular September session of the Council.
5. Render decisions on all evidentiary and procedural issues, including, but not limited to, restraining orders, injunctions, orders for contempt, enforcement of final decisions, impose sentences, and such other relief for the orderly administration of justice.
6. Maintain a pool of court reporters from which to draw to record court proceedings. Invoices for such services shall be approved by the Chief Judge of the Appellate Division on the recommendation of the District Judge and paid from the Court's budget.
7. Maintain and oversee the District Court Fund, including all receipts and disbursements.
8. Conduct court proceedings, in the District Court's discretion, at such locations within the Choctaw Nation as may be convenient for the Court and parties. Provide such notice as to those locations to the parties and public as is reasonably required.
9. Enter into agreements with other Court or Agencies within the Choctaw Nation for the use of courtrooms and other facilities.
10. Perform other duties as assigned.

### **Required Education, Skills and Experience:**

- **MINIMUM**
  - Must be at least thirty (30) years of age and be licensed and in good standing by a state or federal court and a member of the bar of the Choctaw Nation of Oklahoma.
  - Must be a resident of the Choctaw Nation of Oklahoma at the time (s)he takes the oath of office and must remain a resident of the Choctaw Nation during their tenure in office.

- Must submit to a full background check conducted by the Department of Public Safety and sign requested waivers for applicant's disciplinary history for state bars in which the individual is licensed, law school GPA and rank and any disciplinary history, and any other waiver requested by DPS necessary to fulfill background check.
- Outstanding interpersonal skills and strong presence to professionally represent the tribe in all operations of the Court.
- Must have at least ten (10) years' experience as a practicing attorney and/or a sitting judge.
- Must have at least ten (10) years' experience in a supervisory role.

- **TARGET**

- Must be at least thirty (30) years of age and be licensed and in good standing by a state or federal court and a member of the bar of the Choctaw Nation of Oklahoma.
- Must be a resident of the Choctaw Nation of Oklahoma at the time (s)he takes the oath of office and must remain a resident of the Choctaw Nation during their tenure in office.
- Must submit to a full background check conducted by the Department of Public Safety and sign requested waivers for applicant's disciplinary history for state bars in which the individual is licensed, law school GPA and rank and any disciplinary history, and any other waiver requested by DPS necessary to fulfill background check.
- Thorough knowledge of criminal and civil procedures, jurisdictional rules, and the court system
- Twelve (12) years' experience as a practicing attorney and/or a sitting judge.
- Twelve (12) years of experience in a supervisory role.