

PECHANGA INDIAN RESERVATION SOLICITATION FOR QUALIFIED APPLICANTS

POSITION: Chief Appellate Justice

COMPENSATION: Contract position – Contract rates shall be subject to the terms of an individual contract

SUMMARY:

Pursuant to the Pechanga Band of Luiseño Indians' Judicial Ordinance and Appellate Court Ordinance, the Pechanga Appellate Court has jurisdiction over appeals from final decisions of the Pechanga Tribal Court. The purpose of the Appellate Court is to provide a tribal forum where appeals from matters heard in the Tribal Court can be heard and addressed according to Pechanga Tribal law, custom, and tradition. All cases will be heard by a panel of three Justices, including the Chief Appellate Justice. As an officer of the Pechanga Appellate Court, the Chief Appellate Justice will support and defend the sovereignty and Constitution and Bylaws of the Pechanga Band, and its traditions, customs, and Tribal laws. In addition to those responsibilities, the Chief Appellate Justice is responsible for the duties and responsibilities listed below.

QUALIFICATIONS:

- Minimum age requirement is twenty-five (25) years of age.
- Must be of good moral character and integrity.
- Must have graduated from an accredited law school.
- Must have a minimum of five (5) years' experience in the practice of law.
- Must be in good standing with a bar of a federally recognized Indian Tribe or any state.
- Must be capable of carrying out the duties of the Chief Appellate Justice's office.
- Must never have been convicted of a felony offense.
- Must be familiar with the provisions of the Judicial Ordinance, Pechanga Family Code, Pechanga Band of Luiseño Indians Court Procedures, federal law applicable to the Reservation, Pechanga Band of Luiseño Indians customs and traditions, and any other relevant tribal law, resolutions or executive orders.
- Must be able to avoid actual or perceived conflicts of interest.
- Must possess and maintain a valid drivers' license and provide proof of insurance.

SCOPE OF WORK:

- Exercise considerable independent judgement in managing the docket of the Appellate Court, ruling on motions, setting briefing schedules, scheduling oral argument, conduct hearings and decide cases in a fair and impartial manner.
- Provide a tribal forum to resolve appeals from the Pechanga Tribal Court.
- Presides at all hearings before the Appellate Court and disposes of cases.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Supervise the activities of the Appellate Court and any Appellate Justices.
- Draft and issue opinions of the Appellate Court as necessary and appropriate.
- Draft and issue orders of the Appellate Court.
- Amend as needed the Appellate Rules of Procedure.
- Develop and implement court policies and procedures, which shall be approved by the Tribal Council.
- Performs other job-related duties and special projects as assigned.
- The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must maintain strict confidentiality of all matters.
- Must have knowledge and a level of proficiency with MS Word, Excel, Outlook, and PowerPoint is required.
- Must possess strong oral and written communication skills.
- Must be able to work independently and in a team environment.
- Must be able to manage multiple projects and prioritize workload.
- Good interpersonal skills: tact, patience, flexibility, and ability to maintain professional demeanor at all times.

ADDITIONAL:

Following selection and prior to assuming the duties of Chief Appellate Justice, the Chief Appellate Justice shall be appointed by the Pechanga Tribal Council. The Chief Appellate Justice must abide by the Judge's Oath of Office; shall be bound by all the provisions of the Pechanga Tribal Official Code of Conduct Ordinance; and all the requirements of the Judicial Ordinance.

- Background Investigation is required
- Must comply with the Pechanga Tribal Government Drug Free Workplace Act Policy.
- This is a contracted position and not an employment arrangement with the Pechanga Band.

Send resume & letter of interest to:

Email: hr@pechanga-nsn.gov

Fax: 951-587-2209

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