

# OMAHA TRIBE OF NEBRASKA

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## POSITION ANNOUNCEMENT

**POSITION:** Associate Judge Part Time

**SALARY:** Negotiable DOE

**OPENING DATE:** November 29, 2021

**CLOSING DATE:** December 10, 2021

**LOCATION:** Omaha Tribal Court, Omaha Tribe of Nebraska, Macy, NE

**SUMMARY:** The Associate/Juvenile Court Judge ("Associate Judge") is vital to the Omaha Nation's tribal court system. The Associate Judge will preside over cases as assigned by the Chief Judge. It is anticipated that the Associate Judge will handle all Juvenile Court matters, including cases involving the Omaha Nation Child and Family Services ("CFS"). This position requires someone with organizational skills, people skills, cultural knowledge, diplomacy, and writing skills. It also requires honesty, integrity, and confidentiality. The Associate Judge must have the ability to manage time well and to work under stressful conditions with an even temperament. This position reports to the Chief Judge. This is a two (2) year appointment and requires a minimum of at least five (5) years of trial and/or appellate court practice. Must be a member in good standing of a state bar association. A writing sample is required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Presides over criminal and civil matters as assigned by the Chief Judge.
- Hears Juvenile Court matters including CFS cases.
- Assists as necessary, in issuing bench warrants, search warrants, subpoenas, court orders, judgments, and other documents as requested by the chief judge.
- Carries out the functions of the Chief Judge when necessary i.e., hearing civil and criminal court cases.
- Responsible for all notes, files and documentation used for court hearings and research of cases the associate judge has served on.
- Able to interpret and abide by the Omaha Nation Law and Order Code.
- Conducts own legal research.

- Renders judgments by weighing arguments and evidence; study relevant cases, writing and announcing opinion.
- Maintains professional and technical knowledge by attending educational workshops in and out of state.

**SPECIAL REQUIREMENTS:** The Associate Judge must strictly maintain confidentiality as required by law, policy and practice of the Court. Professional attendance, demeanor and appearance required. Must have an even temperament and solid interpersonal skills and must be committed to professional development. This position represents the Court in the public and at all times must present themselves in a manner that reflects positively on the Tribal Court. This position must be free from illegally used drugs and is subject to random drug and alcohol screenings.

- Must maintain strict confidentiality of court proceedings, records and documents.
- Must maintain impartiality of the court.
- Must treat everyone with dignity.
- May be required to work some evenings and weekends as dictated by the Court docket.

**SUPERVISORY RESPONSIBILITIES:** As assigned by the Chief Judge.

**EDUCATION AND EXPERIENCE:** Must have Juris Doctorate degree with at least (5) years of trial and/or appellate court experience.

**QUALIFICATIONS:** To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Tribal preference applies.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general legal periodicals, professional journals, technical procedures, or governmental regulations. Ability to write court orders, memoranda, correspondence and reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER QUALIFICATIONS:** To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for changing resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas. Excellent people skills are required. An individual must demonstrate a strong work

ethic. A good job history and good job references are required. A high ethical sensibility is required. Must have reliable transportation. Pass criminal history background check with no felony convictions.

**TO APPLY:** Submit a resume, writing sample, and three (3) professional references to:

**PLEASE NOTE: P.L. 93-638, Indian Preference and Tribal Employment rights Ordinance.**  
**(T.E.R.O) will be practiced; however, all qualified applicants will be considered.**

**IF YOU ARE INTERESTED, PLEASE SEND APPLICATIONS RESUME TO:**

**OMAHA TRIBE OF NEBRASKA**

**ATTN: HR DEPARTMENT**

**P.O. BOX 368**

**MACY, NEBRASKA 68039**