

OMAHA TRIBE OF NEBRASKA

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Members

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POSITION ANNOUNCEMENT

POSITION: Chief Tribal Judge

OPENING DATE: January 21, 2022

CLOSING DATE: Until Filled

SUPERVISION: Under the direct supervision of the Omaha Tribal Council

LOCATION: Omaha Tribal Court
Omaha Tribe of Nebraska – Macy, NE 68039

SUMMARY: The Chief Tribal Judge performs professional legal courtroom proceedings and administrative duties in the Omaha Tribal Court. The duties require the incumbent to exercise considerable independent judgement in managing the docket, ruling on motions and adjudicatory cases, conduct hearings and decide cases in a fair and impartial manner to the end that justice may be administered and law order maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties of the position are demanding and wide-ranging:

1. Conduct preliminary proceedings in criminal and civil matters;
2. Trial and disposition of all criminal and civil matters;
3. Conduct pretrial matters and evidentiary proceedings.
4. Establish docket calendar and maintain efficiency in the same.
5. Comply with other duties required by the Omaha Tribal Constitution, Tribal By-laws and Codes.
6. Supervise court staff, to include: conducting annual performance evaluations, hiring, determining compensation of employees and overseeing disciplinary matters pursuant to the personnel policy.
7. Oversee the preparation and maintenance of court files as are necessary for compliance with the requirements of 638 contracts as well as Tribal, Federal and State and local laws and regulations.
8. Prepare budgetary proposals, program budgets and estimates of staffing needs to determine and allocate the staff, equipment, facilities and other resources necessary to accomplish program responsibilities

QUALIFICATION REQUIREMENTS:

- Must be free of any criminal convictions by any Tribe, Federal, State or Territorial jurisdiction of the United States. Be, and have been for at least five years, a member in good standing with a state bar licensing agency.

- Be competent to perform the duties of the office, of good moral character, emotionally stable and mature, committed to equal justice under the law, in good health, patient, courteous, and capable of deliberation and decisiveness when required to act on his or her own reason and judgment.
- Must adhere to the A.B.A. Code of Professional Responsibility, the Code of Judicial Conduct and relevant provisions regarding conduct and ethics of the Code of the Omaha Tribe.

EDUCATION and/or EXPERIENCE:

- Must be a graduate of an ABA Accredited Law School.
- Must have five (5) years related experience in the area of Indian Law and/or Tribal Courts.
- Must possess the following abilities: able to understand, analyze and interpret complex documents; able to apply legal principles, statutes and case law from various sovereigns to resolve legal queries; able to maintain high moral standards; able to write in clear and concise manner; able to understand and apply the Code of the Omaha Tribe of Nebraska; must possess an understanding of Indian Law; able to respond to sensitive inquiries or complaints; able to exercise sound judgment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be willing to submit to and pass a drug and alcohol screen and background investigation
- Must be available evenings, weekends and holidays as needed.
- Must comply with the Omaha Tribe's Drug Free Policy.
- Familiarity with the Omaha Tribal Constitution, Code and Cultural preferred.
- Ability and willingness to make sound decisions consistent with the Omaha Tribal laws and code, but, potentially unpopular with the community, friends or relatives.
- Must be able to relate well to the public, especially members of the Omaha Tribal court and Governmental and Tribal representative, including Police, Mental Health, Umonhon Alcohol Program, Social Services and Juvenile Service employees.
- Must be able to work independently on an operational level.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a J.D. degree, be admitted to the Bar of any state and the Omaha Tribe, and be a member in good standing of the same.
- Must have a valid driver's license.

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

E-mail: OThumanresources@theomahatribe.com