

**NEZ PERCE TRIBE
CLASS DESCRIPTION
2022**

**CLASS TITLE: CHIEF JUDGE
PROGRAM: JUDICIAL
DEPARTMENT: LAW & JUSTICE**

FLSA STATUS: EXEMPT

GRADE: 28

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff, preside over civil, criminal, and juvenile matters. The class is responsible for training, planning, fiscal management, policy, and reporting. This class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. The position is supervised by the Law and Order Executive Officer.

Responsibilities require employee to follow;

- Tribal programs listed "Common duties",
- Department programs listed "General Duties",
- Class Description listed "Supervision Duties," and
- Division and Project/contract specific duties.

Common Duties:

- Read and comply with all appropriate Tribal policy and procedures; e.g., Human Resource Manual (HRM), Vehicle and Safety Manual, Finance Manual, Internal Department and Project guidelines, etc.
- Work cooperatively with all Tribal employees, or those associated with the Tribe.
- Maintain daily activity log for project operations at office and duty station.
- Other duties as assigned or necessary to support all subordinate activities.

General Duties:

- Presides over arraignments, jury trials, and sentencing hearings in criminal matters; presides over civil and juvenile matters; handles all phases of litigation, including discovery, motions, trials, and appeals.
- Interprets and applies tribal code.
- Listens to presentation of cases; settles disputes between opposing parties; administers instructions to jury; reads various motions and briefs.
- Develops, presents, and defends budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Meets with and advises counsel regarding court system; advises staff on appropriate actions in various cases.
- Prepares orders and tracks cases on computer on a daily basis; reviews Code provisions, legal arguments, and various laws from other jurisdictions.
- Drafts a wide array of documents, including correspondence briefs; translates policy positions and directives into legal positions and strategies.
- Gathers and maintains information to support periodic and special reports documenting departmental activities and events.
- Responds to a wide range of inquiries on legal issues and strategies daily; coordinates with outside counsel.
- Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Other related duties as assigned.

Supervision Duties:

- Supervises staff, including selecting or recommending selection, training, monitoring, assigning and evaluating work; initiation and completion of corrective actions including, counseling, disciplinary actions, terminations, etc.

Contract Specific Duties:

- This class shall perform other terms, conditions, duties and responsibilities as outlined in an employee contract.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT: Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on information. Make decisions related to data collection and population status descriptions and provide management and policy makers briefing and recommendations based on data and critical ambiguities.

PEOPLE INVOLVEMENT: Requires negotiating, exchanging ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. Requires planning and directing others in the sequence of major activities and reporting on operations and activities, which are very broad in scope. Ability to maintain control and composure in chaotic and potentially violent situations.

INVOLVEMENT WITH THINGS: Requires handling or using machines, tools, or equipment that require moderate instruction and experience, such as computers, peripherals, and software programs for word processing, spreadsheets or custom applications.

GENERAL REQUIREMENTS

REASONING REQUIREMENTS: Requires the application of principles of logical thinking and legal practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact. Requires establishing policy for the processing of judicial actions and court functions.

MATHEMATICAL REQUIREMENTS: Requires performing addition, subtraction, multiplication, and division; may calculate ratios, rates and percentages.

LANGUAGE REQUIREMENTS: Requires reading and interpreting professional legal materials involving advanced bodies of knowledge related to law disciplines; writing extremely complex papers and reports; speaking to high level political or legal groups; will preside over court activities.

MENTAL REQUIREMENTS: Requires advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a legal nature and the ability to formulate important recommendations or make technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results with continuous exposure to unusual pressure.

PHYSICAL AND DEXTERITY REQUIREMENTS: Requires sedentary work that involves sitting most of the time; may involve walking or standing for brief periods of time; requires minimal dexterity.

ENVIRONMENTAL HAZARDS: Works in a very fluid environment, and may be confronted with irate tribal public; must be able to de-escalate potentially violent situations maintaining professional composure.

SENSORY REQUIREMENTS: The job requires normal visual acuity and field of vision, hearing, speaking, sense of taste, sense of smell, color and depth perception.

JUDGEMENT AND DECISIONS: Requires decision making as a major part of the duties at a very critical level. Decisions affect a major segment of the organization and the tribal public. Requires knowledge of Tribal Code, state and federal Indian law.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION: Requires a Law (Juris Doctor) degree from an ABA accredited law school. Must be at least twenty-five (25) years of age.

SPECIAL CERTIFICATIONS AND LICENSES: Requires a valid driver's license with the ability to be insured under the Tribe's policy. Requires state bar membership in good standing from any state. Candidates selected for interview must submit to and pass an extensive background check prior to interview. Persons convicted of a crime in any jurisdiction are not eligible for employment.

EXPERIENCE REQUIREMENTS: Requires three (3) years' judicial experience or ten (10) years' experience in active practice of law, preferably in a Tribal Court, and three (3) years of supervisory experience.

DRUG AND ALCOHOL POLICY

The Nez Perce Tribe is a drug-free workplace. The Nez Perce Tribe believes that a healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and in maintaining the quality of products produced and services rendered by tribal employees. The abuse of drug and alcohol creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefits programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of products and services.

All employees are subject to reasonable suspicion drug tests and tests when the use of alcohol or drugs in the workplace is suspected. All employees are also subject to pre-employment drug tests.

INDIAN PREFERENCE POLICY

Tribal preference will apply

CLASSIFICATION DESCRIPTION APPROVAL	
DEPT. MANAGER <u>KB</u>	DATE <u>9/14/22</u>
HUMAN RESOURCES <u>Anthony J. Johnson</u>	DATE <u>9/18/22</u>
NPTEC CHAIRMAN <u>[Signature]</u>	DATE <u>9-14-22</u>