WIND RIVER INTER-TRIBAL COUNCIL
15 NORTH FORK ROAD
P. O. BOX 217
FORT WASHAKIE, WYOMING 82514
PHONE: 307-332-6625

POSITION DESCRIPTION

POSITION: **(1) Associate Judge *(Temporary)***

SALARY: Depending on Experience

SUPERVISOR: The incumbent is under the general supervision of the Chief Judge

POSITION SUMMARY:

Serves as hearing Judge for the Wind River Tribal Court in accordance with the Law and Order Code. The term of the Associate Judge shall be perpetual, as set forth in the Law and Order Code. Judges serve by appointment of the Tribal Councils.

Will be a temporary position, not to exceed two (2) years.

Essential Duties and Responsibilities

1. Hears cases brought before the court of jury, including but not limited to all civil and criminal cases.
2. Determine the meaning, interpretation and application of the Shoshone and Arapaho Law and Order Code and where appropriate, other authorities, as applicable in specific cases.
3. Issue subpoenas compelling the attendance of witnesses at proceedings
4. Issues search warrants and warrants to apprehend pursuant to the Tribe's rules governing criminal procedure.
5. Determine the amount of bail/bond to be posted.
6. Issues any order or writ necessary and proper to the complete exercise of the powers and the general authority of the court, including those necessary to compel compliance with orders of the court and to punish person for failure to comply.
7. Conducts legal research and writing.
8. May act as Chief Judge in the absence of the Chief Judge.
9. Will represent the court in meetings, conferences, training and seminars.

10. Performs other duties as assigned.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience:

Must have a minimum Bachelors from an accredited college or university. Experience with tribal courts and the enforcement of laws. Must have excellent written and oral communication skills, with experience in writing a variant of court related documents. Must have knowledge and understanding of court room procedures.

Other Skills and Abilities:

- To be eligible to serve as Tribal Judge of the Tribal Court, person must:
    1. Be at least 30 years of age;
    2. Never been convicted of a felony crime;
    3. Has not been convicted of a misdemeanor crime within one (1) year period immediately before his/her appointment;
    4. Has not received a dishonorable discharge from Armed Forces of the United States of America;
    5. Must successfully complete an examination covering the laws of the Shoshone and Arapaho Tribes of the Wind River Reservation;
    6. Has successfully completed training for the position as a Tribal Judge;
    7. Enrolled members of the Eastern Shoshone Tribe, Northern Arapaho Tribe, or any other federally recognized Native American Tribes will be given preference;
- Must be able to pass a background check
- Must pass a drug test prior to employment
- Knowledge of Tribal and Federal laws applicable to Tribal Court
- Excellent oral and written communication skills
- Knowledge and understanding of court room procedures

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.