



**Job Title: CHIEF JUDGE**

**Department/Office:** Hopi Judicial Branch, Hopi Tribal Court

**Reports to Whom (title):** Hopi Tribal Council

**Salary / Hourly Range:** 80

**Job Classification Code:** 9410

**Level of Background Check:** 1B

**Status:** EXEMPT; Full Time

**Driving Required:** Yes, As Required

**Revised:** 01/17/2014

**JOB DESCRIPTION:**

This position performs professional legal courtroom proceedings in the Hopi Tribal Court and administrative work while serving as the Chief Judge of the Hopi Tribal Courts. The duties performed require the individual to exercise considerable independent judgement in managing the docket, ruling on motions and adjudicatory cases, conduct hearing and decide cases in a fair and impartial manner to the end that justice may be administered and law order maintained.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of essential functions and illustrative only and are not intended to be all inclusive or restrictive.)

- Supervises the work of Associated Judge(s) and management staff, counsels them regarding matter of Policy, Procedures and effective sentencing and offers suggestions and corrections.
- Presides at arraignments, pre-trial conferences, trial and other special hearings court and hears and disposes of cases.
- Performs extensive public relations activities.
- Reviews and supervises the maintenance of the trial docket.
- Approves signs criminal warrants and other legal documents.
- Adopts regulations for the internal administration of the court such as, records management, access and safekeeping, information dissemination; public relations, court security; personnel conduct and intra-departmental contact.
- Assist with the preparation and administer the annual budget.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer services.

**HOPI CODE, CHAPTER 3, TRIAL COURTS**

**1.3.3. QUALIFICATIONS OF CHIEF JUDGE**

Any person admitted to practice before the Supreme Court of the United States, or any United States Circuit Court of Appeals or the Supreme Court of any State of the United States who is over the age of thirty (30) years and who has never been convicted of a felony shall be eligible to be appointed Chief Judge or Senior Associate Judge of the Tribal Court. No person shall be appointed or serve as a Trial or a Chief Judge who has been found guilty of any crime involving fraud or dishonesty.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is sedentary and performed in and office and courtroom setting. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office, meetings and court room settings. Occasional travel off the Hopi reservation is required.

**MINIMUM QUALIFICATIONS:**

**1. Required Education, Training and Experience:**

- A. Education: Proof of graduation from an accredited law school, and at least five years of general law experience;

AND

- B. Experience: At least five years of general law experience;  
Three (3) years as a Trial Judge or Administrative Law Judge or a Civil Hearing Officer;

Three (3) years of experience and work in Indian or Native American Law, courts or with Indian Tribes;  
Current member from a Native American Bar of any State;

OR

- C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- General knowledge, understanding or experience with the Tribal Law and Order Act of 2010, any amendments and any case law interpreting such act
- Thorough knowledge of Hoi Tribal Ordinances, Hopi Code, state and federal statutes, case law and legal research
- Knowledge of modern court processes and Tribal Sovereignty
- Knowledge of Understanding of Indian or Native American Law
- Knowledge of Hopi Customs and Traditions

B. Skills:

- Excellent oral and written communication skills

C. Abilities:

- Conduct effective legal research
- Exercise sound legal judgment in rendering legal reports, opinions, and interpretations of facts and law

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete and pass the pre-employment screening in accordance with the Hopi Tribe Policy and Procedures and maintain compliance throughout employment. All offers of employment will be contingent upon successful completion of all reference, checks, education verification (including credentials, licenses and degrees) and background investigation and other pre-employment screening requirements.
2. Must possess a valid Arizona Driver's license and complete/pass the Hopi Tribes' Defenses Driving Course.
3. Possess or be eligible to obtain Notary Public Commission.
4. Must be bondable to accept and process court payment(s).
5. Must not have been convicted of a felony or misdemeanor(s) within the past (12) months or a felony since age 18.

**DESIRED REQUIREMENT:**

1. Be able to speak and understand the Hopi Language.