



Job Title: SR ASSOCIATE TRIAL JUDGE

Department /Office: Hopi Trial/Tribal Court

Reports to Whom (title): Chief Judge

Salary /Hourly Range: 80

Job Classification Code: 9410

Level of Background Check: 1B

FLSA Status: Exempt, Full-time

Driving Required: Yes, As Required

Revised: 04/02/2013

JOB DESCRIPTION:

This position performs professional legal courtroom proceedings in the Hopi Trial Court pursuant to the Hopi Code, approved and adopted on August 28, 2012 and implemented on October 28, 2012. The duties performed require the individual to conduct hearings and decide cases in a fair and impartial manner to the end that justice may be administered and law and order maintained.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Preside over arraignments, pretrial disposition conferences, calendar calls, probation violation hearings, jury and nonjury trials.
2. Issue search warrants.
3. Hear and rule on motions; Issue orders. Issue criminal arrest warrants.
4. Find defendants "guilty" or "not guilty" following criminal trials based upon evidence presented.
5. Issue Emergency Protection Orders; hear and rule on petition for protection orders.
6. Conduct restitution, aggravation/mitigation hearings, if needed, prior to sentencing, impose sentences after a finding of "guilty" in a jury or nonjury trial.
7. Assist Villages pursuant to Ordinance 35.
8. Hear cases as assigned by the Chief Judge and/or in the absence of other Judges.
9. Participate in continuing legal education and training.
10. Participate in Tribal, State and Federal judicial forums, conferences and working groups.
11. Performs other related duties as assigned or authorized in order to achieve Tribal Courts goals and objective.

PERSONAL CONTACTS:

The Senior Associate Judge maintains frequent contact with the Judges, Court Administrator and staff, the Hopi Tribal Chairman/CEO, occasional contact with the Hopi Tribal Council, Tribal and Village Officials, Judicial Officers and staff or Native American or other tribal/appellate courts, federal and state agencies and other public/private organizations, and the general public. The purpose of these contacts is to exchange information related to building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in an office and courtroom setting. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, 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.

Required Qualification:

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 Senior Associate Judge of the Tribal Court. No person shall be appointed or serve as a Trial Judge who has been found guilty of any crime involving fraud or dishonesty. (Hopi Code, Chapter 3, 1.3.3).

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 Hopi Tribal Ordinances, Hopi Code, state and federal statutes, case law and legal research.
- Knowledge of modern court processes and Tribal Sovereignty.
- Knowledge and Understanding of Indian or Native American Law.
- Knowledge of Hopi Customs and Traditions.

B. Skill

- Excellent oral and written communication skills

C. Abilities

- Conduct effective legal research
- Exercise sound legal judgment in rendering legal reports, opinions, and interpretation 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 references, 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 any misdemeanor(s) within the past twelve (12) months or a felony since age 18.

DESIRED REQUIREMENT:

1. Ability to understand & speak the Hopi Language for the purpose of effective communication with the Hopi Tribal Council and Village leaders, officials, and Hopi Senom.

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