



COURT SOLICITOR

Hopi Judicial Branch

Reports To: Chief Judge

Salary/Hourly Range: 70

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

Created: 09/10/2021

INTRODUCTION

A Court Solicitor will be employed to provide a variety of legal advice, research and related legal services in support of the overall operation and functions of the Hopi Tribal Court and to help ensure that Court proceedings are fair, impartial and efficiently conducted. The Court Solicitor will report directly to Chief Judge and works collaboratively with other Court personnel.

The Court Solicitor maintains frequent contact with the Judges, Court Administrator and staff, occasional contact with the Hopi Tribal Chairman and Hopi Tribal Council, Tribal and Village Officials, Judicial Officers and staff of 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.

*Term of employment is twelve (12) months, subject to renewal based upon grant funding availability.

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. Review statutes, rules, Administrative Orders, policies and procedures, case law, contracts, assessments, strategic plans and other documents.
2. Provide opinions, recommendations, alternative solutions and options resulting from review and research; index and develop electric retrieval database of court opinions.
3. Develop forms, policies, procedures, manuals, reports, resolutions, orders, and summaries.
4. Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

PHYSICAL EFFORT & ENVIRONMENT

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

Education: Juris Doctorate degree or equivalent from an accredited law school and active bar membership in the highest court of any state or U.S. Supreme Court;

AND

Experience: Two (2) years of progressively responsible work experience in Native American Law, or in a Tribal Court.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable Hopi Tribal, state and federal statutes, rules, Administrative Orders, policies and procedures.
- Knowledge of intergovernmental relations and the legislative process.
- Knowledge of court processes and legal terminology.
- Knowledge of the principles and methods of conducting legal research.
- Knowledge of court operation, case management and filing systems.
- Skill in understanding and interpreting complex legal issues and matters.
- Skill in conducting legal research.
- Skill in compiling and developing reports.
- Skill in operating a personal computer utilizing a variety of software applications.
- Excellent skill in written and verbal correspondence.
- Excellent skill in organization and coordination.
- Ability to provide input and oversight of technology improvements or the tribal court system.

- Ability to handle and coordinate a variety of administrative functional responsibilities.
- Ability to engage in multiple tasks simultaneously and in a flexible and efficient manner.
- Ability to maintain sensitive and restricted information, documents, records, etc., in accordance with applicable laws, regulations, and policies.
- Ability to establish and maintain a professional and productive working relationship with judges, staff, and others on the basis of Hopi values (Kyatsvi, Sumi'ngwa, Nami'ngwa, Hita'ngwa, Pasi'ngwa, etc.).

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Possess and obtain within five (5) days of employment a License to practice law in the Hopi Tribal Courts and maintain such license.
- 8) Admitted to practice law before the Supreme Court of the United States or the Supreme Court of any state of the United States and currently in good standing.

DESIRED REQUIREMENT

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.