



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

| | | |
|---------------------------|-------------------------|--|
| Position Title: | Chief Judge | Salary Grade: E7/DOQ |
| Department: | Tribal Court | Closing Date: Open until filled |
| Employment Status: | Exempt | |
| Opening Date: | December 5, 2023 | |

Job Summary

The Chief Judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the Mescalero Apache Tribal Law and Order Code, ordinances, regulations and applicable Federal laws and supervising Associate Judges. All cases shall initially be assigned to the Chief Judge. The Chief Judge may assign cases and other matters to an Associate Judge, Special Judge, or Judges Pro Tem depending on the circumstances. In addition to the responsibilities listed below, the Chief Judge is responsible for protecting and enhancing the Tribe's sovereignty and must conduct himself/herself according to the highest ethical standards. The Tribal Chief Judge shall be appointed at the discretion of the Tribal Council or its designee. Responsibilities may also include the administrative operations of the Tribal Court and supervision of its employees, including case management and the timeliness of judgments and orders.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities:

- Adhere to the Mescalero Apache Tribal Code;
- Hear and determine all types of cases in the Tribal Court, including but not limited to:
 - Criminal
 - Traffic
 - Civil (e.g. domestic relations, public, repossession, breach of contract, personal injury)
 - Juvenile, and
 - Child Welfare cases (e.g. neglect, dependency, delinquency and truancy);
- Supervise Court staff.
- In a timely manner, conduct legal research and issue orders;
- Preside over jury trials;
- Handles all phases of civil and criminal litigation, drafts orders, opinions, memoranda and other legal documents, and fulfills all other duties required to assure an effective and fair Tribal Court;
- Issue research and seizure warrants, arrest warrants, and orders of protection where appropriate;
- Assists in the development of grant proposals to improve the operation of the Tribal Court; and
- Assist the Court Administrator in the development of a Court Budget and maintenance of case docket.

Knowledge/Skills/Abilities:

- Oral and written communication skills, as well as the ability to perform legal research and possess analytical skills commensurate with the position of Chief Judge;
- Knowledge of general legal principles in all areas, specifically in the field of federal Indian law;
- Knowledge in federal grants and "638" contracting;
- An appreciation for and promote the ideas of self-determination and sovereignty;
- A judicial temperament; and
- A working knowledge of computers and software.

Minimum Qualifications:

Pursuant to Article XXVI, Section 4 of the Revised Constitution of the Mescalero Apache Tribe, the successful candidate for the position of Chief Just must:

- Be at least a one-quarter degree of Indian blood and is a member of a federally recognized Indian Tribe, nation, band or is an Eskimo, Aleut or other Alaska Native;
- Be no less than thirty-five (35) years of age, nor more than seventy (70) years of age;
- Possess/hold a law degree from a ABA accredited law school; and be licensed and in good standing in the Bar of any state; and
- Have at least three years' experience as a judge, preferably with a tribal court; and
- More than five years' of tribal court Chief Judge experience and evidence of success in court administration.
- Never have been convicted of a felony, nor a misdemeanor within the past year.
- Must be able to pass a thorough background investigation.
- Must have a valid motor vehicle driver's license.
- Must be able to pass a pre-employment drug screening.

Tribal preference and Native American Indian preference shall apply to all positions.

Physical Demands

While performing the duties of this job, the employee may be required to sit for prolonged periods, walk; stand; use hands for dexterity of motion; stoop, bend, kneel or crouch, and have normal auditory and verbal communications skills. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with a moderate noise level. Extended hours and irregular shifts may be required. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common.