

# **POSITION ANNOUNCEMENT**

## **CHIEF JUDGE**

### **MESCALERO APACHE TRIBAL COURT**

**SUMMARY:** The Chief Judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the Mescalero Apache Tribal Court and ensuring the efficient and effective operation of the Court.

**DUTIES AND RESPONSIBILITIES:**

- Adhere to the Tribal Code; preside over, hear and determine all types of cases filed in the Tribal Court, including but not limited to: criminal, traffic, civil (e.g. domestic relations, probate, repossession, breach of contract, personal injury), juvenile, and child welfare cases (e.g. neglect, dependency, delinquency, truancy);
- Work with the Court Administrator in the development of a Court budget and maintenance of the case docket; and
- Supervise Court staff.

**MINIMUM QUALIFICATIONS:** At a minimum, the successful candidate must:

- Pursuant to Article XXVI, Section 4 of the Revised Constitution of the Mescalero Apache Tribe, possess at least a one-quarter degree of Indian blood and be a member of a federally recognized Indian tribe; be not less than thirty-five (35) years of age nor more than seventy (70) years of age; and never have been convicted of a felony nor a misdemeanor within the past year; and
- Possess a high school education or its equivalent

**KNOWLEDGE/SKILLS/ABILITIES:** The Chief Judge must possess:

- 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.

**SALARY:** Salary is negotiable and dependent upon qualifications and budgetary concerns.

**CLOSING DATE:** This position is open until filled.

Submit resume with copy of CDIB to Carol J. Woods, HR Director, Mescalero Apache Tribe, via 1) first-class mail at P.O. Box 227, 101 Central Ave. Mescalero, NM 88310; 2) facsimile or email at [cwoods@mescaleroapachetribe.com](mailto:cwoods@mescaleroapachetribe.com)