



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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Eidred Enas, Chairman

JUNE 1, 2012

#52-12

VACANCY ANNOUNCEMENT

DEPARTMENT: JUDICIAL- TRIBAL COURTS
POSITION: DEPUTY JUDGE/PRO TEM
****APPOINTED BY TRIBAL COUNCIL FOR TWO (2) YEAR TERMS****
SALARY: NEGOTIABLE
CLOSING DATE: OPEN UNTIL FILLED

SUMMARY:

The Deputy Judge/Pro Tem is responsible for fairly and impartially hearing and deciding judicial cases and matters within the jurisdiction of the Colorado River Indian Tribes (CRIT) Tribal Court pursuant to the CRIT Tribal Laws, Codes, Rules and Regulations as assigned by the Chief Judge.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Handles, presides over and adjudicates all criminal, civil, juvenile, traffic and fish & game cases and litigation as assigned by the Chief Judge.
2. Hears cases, makes evidentiary rulings, reviews pleadings and issues final orders, judgments and decision. Conducts legal research and issues memoranda of decision within the timelines established by tribal law.
3. Prepares, issues and/or submits reports, letters, memorandum and similar types of correspondence and communications with the Chief Judge, Court Personnel, litigants, parties to cases, attorneys, legal counsel, and CRIT Tribal administration personnel.
4. Issues order, judgments, decrees, minute entries, summons, subpoenas, warrants of search and arrest and all other lawful orders of the court.
5. Performs legal, judicial and administrative duties associated with and furtherance of their performance of the duties stated in paragraph one above.
6. Provides administrative direction to court staff in connection with and furtherance of the performance of the duties stated in paragraph one above.
7. Attends training, staff meetings and meetings with CRIT Tribal government representatives, State, County and Federal County government representatives, and the CRIT general public as directed and/or authorized by the Chief Judge.
8. Performs other duties that may be assigned by the Chief Judge.
9. Creates, adopts, develops and implements appropriate policies, procedures and court forms as directed and/or authorized by the Chief Judge.

10. At the direction and with the assistance of the Chief Judge, may assist the Chief Judge with the following: (a) Interviewing, hiring, and training court employees; (b) planning, assigning, and directing work of court employees, (c) appraising performance; rewarding and disciplining employees and (d) addressing complaints and resolving problems.
11. The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements, of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

QUALIFICATIONS:

To perform this job successfully, an individual must meet the following minimum qualifications:

- Must be twenty-five (25) years of age or older.
- Must possess substantial legal education or experience to perform the duties and responsibilities listed above.
- Must possess knowledge of CRIT Tribal laws, court rules and procedures, and applicable federal statutes such as the Indian Civil Rights Act (ICRA), Indian Child Welfare Act (ICWA) and Violence Against Women Act (VAWA).
- Must have the ability to understand and apply appropriately the laws and rules of the CRIT Tribe with impartiality; ability to communicate effectively both verbally and in writing; ability to establish effective working relationships with employees, attorneys and advocates, parties to cases and the general public.
- Must be competent to perform all the duties of the position; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness.
- Must not have been convicted of a felony, or of a misdemeanor or other criminal offense involving dishonesty or moral turpitude with the last five years, in any Federal, Tribal or State Court.

EDUCATION REQUIREMENTS, SKILLS AND ABILITIES:

- Must possess substantial legal education or experience, as determined by the CRIT Tribal Council that enables the applicant to perform the PRIMARY DUTIES and RESPONSIBILITIES listed above.
- Ability to read and analyze, interpret and apply in written form the CRIT Tribal laws (e.g. journals, periodicals, reports, business correspondence, and manuals).
- Skill in use of office computers, word processing and office computer software, office machine usage, office copier and other similar office equipment to the extent that the applicant's use of such technical skills satisfies and meets the PRIMARY DUTIES and RESPONSIBILITIES listed above.
- Ability to solve legal matter, issues, problems and questions and deal with a variety of concrete legal cases. Ability to effectively communicate, present information and respond to legal issues, matters and questions in connection with and furtherance of the performance of the duties and responsibilities. Must pass federal, state and

tribal background check (credit, criminal history, civil litigations, psychological evaluation, sex offender registration, driving records).

APPLY:
C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.

