



The Three Affiliated Tribes **Job Description**

ASSOCIATE JUDGE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Chief Judge DEPARTMENT: Fort Berthold District Court SALARY: D.O.Q. CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: 609 Main Street, New Town OPENING DATE: CLOSING DATE:
---	--

POSITION SUMMARY:

This position has the authority to conduct hearings, issue orders over matters in which the Associate Judge presides and sign necessary documents in all cases that are assigned by the Chief Judge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conduct proceedings as assigned and preside over civil and criminal, and juvenile cases; and arraignments as needed.
2. Issue or direct issuance of court documents, subpoenas, warrants, summons, writs, judgments, decrees, and other documents relating to the Court.
3. Take all steps necessary to ensure order in court, compel obedience to lawful orders, and to compel attendance of person in proceedings as provided by law. Punish for contempt to assure the effectual exercise of these powers.
4. Attend trainings and maintain certifications, update staff as needed and recommend any necessary changes.
5. Abide by the Model Code of Judicial Conduct, adopted by the Tribal Business Council.
6. Adhere to MHA Policy & Procedures as well as department policies and guidelines.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

Skills

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations and demonstrates group presentation skills.
- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.



The Three Affiliated Tribes **Job Description**

ASSOCIATE JUDGE

- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of civil law, criminal law, juvenile law, and the tribal constitution, codes, and ordinances, rules, precedents, and the relationships affecting jurisdiction on criminal, civil, and juvenile cases in Indian territory
- Knowledge of MHA Nation history, traditions, and culture for the protection of individual rights and the sovereignty of the Mandan, Hidatsa, and Arikara Nation in the exercise of jurisdiction and application of law.

Abilities

- Ability to establish and maintain effective relationships with other management staff, judges, court personnel, tribal/state/federal agencies, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.
- Ability to interpret judicial policies, rules, guidelines, and procedures.
- Ability to research law and display a high level of judgement and proficiency relating to court cases.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Juris Doctorate from an ABA-accredited law school and be a licensed attorney in good standing with a tribal or state bar board with experience in tribal law and federal Indian law. **REQUIRED.**
- Valid Driver's License. **REQUIRED.**

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office or courtroom environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.



The Three Affiliated Tribes **Job Description**

ASSOCIATE JUDGE

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____