



Hopland Band of Pomo Indians Job Description

Position: *Pro Tempore* Judge (P/T, Independent Contractor Assignment, 100% Grant funded position)
Salary Range: \$100 to 150 hourly for judicial work

POSITION SUMMARY: The *Pro Tempore* Judge will be responsible for all judicial work and will preside over three active Tribal Courts for the Northern California Intertribal Court System solely on a part-time, as-needed basis. Scope of work includes conducting hearings, formulating conclusions of law, adjudicating cases and issuing protective orders on all cases before the Intertribal Court by applying applicable tribal law, custom and tradition. The *Pro Tempore* Judge shall dispose of all cases in a timely manner either by personally disposing of cases through judgment and/or issuance of sentences. The Northern California Intertribal Court System Rules of Court Procedure and Practice shall govern judicial conduct. This position is a Part-Time As-Needed grant funded position.

ESSENTIAL FUNCTIONS:

1. Hear and adjudicate all matters delegated to the Northern California Intertribal Court System on a part-time as-needed basis.
2. Maintain current copies of Tribal, Federal, and State of California laws applicable to proceedings coming before the Intertribal Court.
3. Stays informed and current with all new laws, ordinances and rules, and attend required trainings.
4. Communicates with other judicial systems and tribal leadership as necessary.
5. Works effectively with multi-jurisdictions for the benefit of the Intertribal Court.
6. Reports to the Judicial Council, Judicial Council Chair, with any relevant updates.
7. Coordinates with Court Operations Manager regarding schedule, assignment, and work flow.
8. Represents the Northern California Intertribal Court System in a professional and courteous manner.
9. Establishes and maintains working relationships with other judges, attorneys, clerks, judicial commissions, committees, conferences, other courts, community, organizations and councils, local municipalities and county government, state agencies, sheriff's office, tribal police, and the public.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities with this position. The duties and responsibilities will be subject to change based on organizational needs.

SKILLS AND ABILITIES:

1. Knowledge of Tribal, Federal and State Laws, Codes, Ordinances, and Regulations that may affect the resolution of disputes in the Tribal Court.
2. Knowledge of legal practices and standards and court procedures.
3. Ability to make legal judgments in an independent, responsible, and impartial manner.
4. Ability to establish and maintain respect, order and decorum in Intertribal Court.
5. Ability to establish and maintain effective working relationships with Tribal officials, employees and the general public.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.



Hoplend Band of Pomo Indians Job Description

SKILLS AND ABILITIES (Continued):

6. Experience or education must include familiarity with the federal Indian Law, general litigation experience, training or experience in court administration.
7. Good research, writing, communication, decision making, and dispute resolution skills.
8. Ability to deal well with people in highly emotional and adversarial situations.
9. Ability to maintain confidentiality in all matters at all times.
10. Ability to learn the culture, laws, rules, customs and traditions of the tribal communities that are served.
11. Must possess and have reputation for integrity and good character.
12. Shall not engage in behavior involving a conflict of interest or commit any act involving actual or apparent impropriety.
13. Must possess and have demonstrated a commitment to equal justice under the law.
14. Must possess and have demonstrated outstanding legal ability and competence.
15. Must indicate by demeanor, character and personality that the applicant would exhibit excellent judicial temperament.
16. Must be able to respond promptly to all communications from Court staff concerning judicial matters.

REQUIREMENTS/QUALIFICATIONS:

1. Graduated with a Juris Doctorate from an accredited school of law.
2. Member in good standing of any State Bar.
3. Must be at least 30 years old.
4. Prior practice in the field of Federal Indian Law for at least three (3) years.
5. Must not have been convicted of a felony or a crime involving dishonesty in Tribal, State or Federal Court nor ever been disbarred by any jurisdiction.
6. Must not have had a misdemeanor within the last (1) year.
7. Must be well versed in concepts of Federal Indian Law, Tribal Law, and principles of Tribal sovereignty and jurisdiction.
8. Outstanding interpersonal skills.
9. Must be proficient in Microsoft Suite and Westlaw/LexisNexis.
10. Must possess valid Class C driver's license and qualify for Tribal driver's insurance in order to drive to Tribes all over Mendocino County.

The Hopland Band of Pomo Indians and the Northern California Intertribal Court System is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

NORTHERN CALIFORNIA INTERTRIBAL COURT SYSTEM



Cahto Tribe
of the Laytonville Rancheria



Coyote Valley
Band of Pomo Indians



Hoplend
Band of Pomo Indians
