

Job Description

Position Title	Judge of the Trinidad Rancheria Tribal Court/Chief Judge
Salary Range:	Negotiable/DOE

Summary of Duties and Responsibilities:

The Chief Judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the Trinidad Rancheria Tribal Court. In addition to the responsibilities listed below, the Chief Judge is responsible for protecting and enhancing the Tribe's sovereignty. Responsibilities also include the overall development of court rules and procedures, expansion of court jurisdiction, administrative operations of the Tribal Court and supervision of and training of its employees, including case management, ancillary services (which may include things such as wellness court, cultural mediation program, victim protection program, child support, and youth program, contingent upon funding), and the timeliness of judgments and orders. Additionally, the Chief Judge will be working on comprehensive tribal code development, including reviewing and updating existing laws and codes, develop new essential codes, and community education and awareness meetings. The Chief Judge will coordinate and work with the Tribal Court Administrator, Bailiff, Tribal Programs Director, Chief Executive Officer and Chief Financial Officer and all other staff as needed. The Chief Judge will also direct and work with the Resource Development Consultant in the development of grants.

Qualifications:

- Must possess a Juris Doctorate from an accredited law school
- Must be a member in good standing of the bar of any state
- Must have a minimum of 7 years of experience practicing law (which may include service on a tribal, federal or state court bench). Tribal Council may waive the minimum experience requirement if candidate is deemed otherwise exceptionally qualified.
- Must have demonstrable knowledge of Indian, federal and California law
- Be a person of honor, integrity and good moral character as evidenced by written or oral recommendations to the Tribal Council from three people who are not immediate family members.
- Outstanding interpersonal skills and experience supervising other legal professionals required
- Prior experience in accounting and administering budgets and working with court related computer programs is preferred
- Not have been convicted by a federal, state, or tribal court of an act involving dishonesty, corruption, a felony involving moral turpitude, elder abuse or child abuse.
- Must agree to be subject to a background investigation conducted by the Tribe.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.