

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Associate Tribal Judge
4-Year Term

LOCATION: Tribal Court – Pablo, MT.

SALARY: According to Judicial Pay Plan

CLOSING DATE: Thursday, September 17, 2020 @ 5:30 p.m.

SPECIAL CONDITIONS:

This position is by appointment of a majority of a quorum of the Tribal Council for a term consistent with Section 1-2-202 of the CSKT Laws Codified. The terms of employment are provided by contract between the Tribes and the judge. This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six month probationary period.**

DUTIES:

It is the primary duty of an Associate Judge to preside over and to adjudicate criminal and civil cases within the jurisdiction of the Tribal Court which have been assigned by the Chief Judge. It is the duty of an Associate Judge to issue the various Court Orders, Decrees, and Judgments necessary in the adjudication of cases over which he or she presides. It is also the duty of an Associate Judge to participate in judicial training and legal education and to perform other judicial duties assigned by the Chief Judge: Newly appointed Associate Judges must be prepared to travel out of state to attend classes at the National Judicial College in Reno, Nevada and other training sessions offered by the National Indian Justice Center at various locations around the country. During the first year newly appointed Associated Judges can expect to spend at least six weeks in such training.

An Associate Judge is under the immediate supervision of the Chief Judge who will assign cases and other judicial duties and determine the hours to be worked according to the needs of the Court. In adjudicating cases, the presiding judge bears the sole responsibility for fair and impartial judicial decision making consistent with applicable law and the principles of equity. Supervision by the Chief Judge extends only to Court

administration and does not enter into the judicial decision making process. An Associate Judge has no supervisory role with regard to other Court staff members.

In dealing with others out of Court, all judges must always act in a manner which will preserve the dignity of the Court and maintain the ability to fairly and impartially decide matters brought before the Court. All judges must avoid situations which may lead to ex parte communications or which may give the appearance of being ex parte communications. All judges shall protect and preserve the high standards of the Tribal judiciary and shall abide by the Model Canons of Judicial Ethics of the American Bar Association. No Judge shall be qualified to preside in any case where she or he has any direct, personal interest or where he or she is prejudiced for or against any of the parties in the action. Nor shall any Judge be qualified to act in any case where any relative by marriage or blood in the first or second degree is a party unless all parties to the action agree to accept that judge.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- An Associate Judge must be a member of the Confederated Salish and Kootenai Tribes, a resident of the Flathead Reservation, at least 21 years of age and of good character and reputation.
- An Associate Judge must never have been convicted of a felony, nor been convicted of a misdemeanor (except for minor traffic violations) within the year preceding appointment, nor have a criminal action pending against him or her at the time of appointment.
- An Associate Judge must be skilled in oral and written communications, must have organizational abilities and research skills, must have skills in dispute resolution techniques, and must have knowledge and an understanding of the Flathead Reservation Indian community, its people and their customs and traditions.
- An Associate Judge must have a working knowledge of Tribal law, Federal Indian Law, applicable State Law, and general legal principles.
- The Associate Judge must have a minimum of two years prior experience relevant to the Tribal legal system.

DESIRABLE QUALIFICATIONS:

- Request position description for detailed desirable qualification.

SUBMIT:

- 1. Completed Tribal employment application.**
- 2. Copy of relevant academic transcript and/or training certificate(s).**
- 3. A copy of current valid Driver's License.**
- 4. Proof of enrollment from a federally recognized Tribe if other than CSKT.**
- 5. If claiming Veteran's preference a copy of DD214 must be submitted.**

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 ext. 1043.

FOR MORE INFORMATION: Contact Winona Tanner, Tribal Court at 406-675-2700 Ext. 1110.