



Job Description

Job Title	Chief Judge	Position Number	
Department	Tulalip Tribal Court	Job Category	Regulatory Affairs
Location	31 st AVE NE Justice Campus	Travel Required:	Travel Required
Pay Grade	Pay Grade	Position Type	Full time
Background Tier	2	Classification	Exempt
Testing Requirements	Not applicable	Safety Sensitive	No
Supervisor	Tulalip Board of Directors	Subordinate(s)	Yes

Job Description			
JOB SUMMARY			
<p>THE CHIEF JUDGE WILL SUPERVISE, ASSIGN AND REVIEW ASSOCIATE JUDGES. HEAR SCHEDULED CASES AT THE TULALIP TRIBAL COURT, USING TRIBES' APPLICABLE CODES AND LAWS, ADJUDICATING MATTERS AND ENTERING DECISIONS ON THE RECORD. ASSIST THE TRIBAL COURT CLERKS AND ADMINISTRATOR WITH EFFECTIVE MAINTENANCE OF COURT RECORDS AND IMPROVING COURT-FLING PROCEDURES. ASSIST TULALIP TRIBAL COURT DIRECTOR IN PUBLIC AND COMMUNITY RELATION. ABIDE BY APPLICABLE TRIBAL CODE GOVERNING JUDICIAL CONDUCT AUTHORITY.</p>			
ESSENTIAL JOB DUTIES			
<ul style="list-style-type: none"> • Prepare and issue all necessary written orders, findings of fact, and conclusions of law, judgment orders, and opinions in a timely manner. • Provide legal research and writing when necessary for the decision in a case in a timely manner. • Facilitate development of alternatives to trial for resolution of dispute. • Manage special projects as assigned by the Chief Judge. • Assist in developing and implementing policies and procedures that are complementary to current Court policies and, where the Court has not determined standards or policy, consistent with the Tribe's culture and traditions. • Maintain adequacy of calendaring of court dockets and make recommendations for improvement as appropriate. • Well-versed or willing to learn automated case management systems. • Participate in working groups to enhance the justice system of the Tribes. • Insures all compliance with Tulalip Tribal laws. • Assign Court Calendars and evaluate Associate Judges on a yearly basis. • Set annual Bail Schedule. • Special Domestic Violence Jurisdiction assignment of Judges. • Prepare and present Court's Annual Report to Board. • Be available 24-7 to sign Search Warrants 			
All Manager and higher positions:			
<ul style="list-style-type: none"> • Develop an effective team to achieve department goals in line with the Tulalip Tribes Mission, Vision, and Values. Engage, coach, supervise, train, and evaluate assigned employees. • Represent assigned department(s) to internal government audiences, the Tulalip Tribes community, and external agencies and organizations. 			

All employees:

- Regular and satisfactory attendance and punctuality.
- Other related job duties as assigned.

EDUCATION REQUIRED

- Must be either a judge from any Federally-recognized tribe, licensed to practice before the Washington State Bar Association, or any other qualified person appointed by the Tribal Board of Directors, or possess a Juris Doctorate from an accredited law school.

MINIMUM RELATED EXPERIENCE

- 5 years minimum of judicial experience required with a solid knowledge of tribal court systems, criminal justice and civil law experience.
- 5 years' experience with Federal Indian law and tribal law.
- 2 years' knowledge or experience with Wellness Court and Family Treatment Court training and requirements preferred.
- 2 experience conducting jury trials.

REQUIRED LICENSES/CERTIFICATIONS

- Must be either a judge from any Federally-recognized tribe, licensed to practice before the Washington State Bar Associate, or any other qualified person appointed by the Tribal Board of Directors, or possess a Juris Doctorate from an accredited law school.
- Must not have been convicted of a felony ever in any Federal or State court or of a Class E offense under Tulalip Tribal law.
- Must no within the previous 5 years been convicted of a misdemeanor in any Tribal, Federal or State court.
- Must be of high moral character and never been convicted of an offense involving moral turpitude ever.
- Be over the age of 25 years of age.
- Be a member in good standing of the Tulalip Bar and not have had any disciplinary findings by the tribal or state bar association.
- To be eligible to serve as a Chief Judge of the Tribal Court, a person must also possess administrative experience in addition to the requirements included in this section.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of tribal court systems, criminal justice and civil law experience required.
- Familiarity with a sensitivity to, Indian reservation communities required.
- Knowledge or experience with Wellness Court training and requirements preferred.
- Experience conducting jury trials.
- Felony-level criminal experience preferred but not required.
- Office practices and procedures.
- Principles and practices of tribal government management.
- Internal and operational control concepts, techniques, and relationships.

Able to:

- Attend training for court procedures as deemed necessary by supervisor.
- To learn Odyssey, the courts case management system.
- All candidates will be subjected to a background investigation to produce evidence regarding employment suitability and cannot have any criminal back record within the last 5 years nor have pending charges of any king.
- Work effectively in a culturally diverse environment.
- Maintain confidentiality and communicate with tact and discretion.
- Supervise, coach, and train employees to achieve individual, department, and tribal goals.

PHYSICAL REQUIREMENTS

Yes No The Physical Demands Checklist is attached.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date