

**KICKAPOO TRIBE OF OKLAHOMA**

**VACANCY ANNOUNCEMENT**

**Position: Supreme Court Associate Judge (1) Open: November15, 2022**

**Pay: $700 per Court Docket and $250.00 for administrative duties.**

**Location: Kickapoo Tribal Court, McLoud, OK Closes: Until Filled**

The Kickapoo Tribal Supreme Court of the Kickapoo Tribe of Oklahoma is seeking one (1) Supreme Court Associate Judge to serve a five (5) year term. No benefits are offered during this term.

**QUALIFICATIONS:**

* An enrolled member of the Kickapoo Tribe of Oklahoma or a Federally Recognized Tribe, or;
* An attorney currently licensed to practice law by the appropriate licensing agency of any U.S. State or jurisdiction that enforces or verifies attorney standards;
* An individual who physically resides within the reservation of the Kickapoo Tribe of Oklahoma, resides in the state of Oklahoma or;
* An advocate who has practiced before the Trial Court on a regular basis for more than two (2) years as member of the Court Bar or;
* A graduate of an American Bar Association accredited law school approved by the Kickapoo Tribe of Oklahoma Supreme Court, and;
* Has exhibited moral integrity and fairness, and;
* Has never been convicted of a felony, including the pleading of nolo contendere, and;
* Has consistently abstained from alcohol and has never used any illegal drugs or substance in any form whatsoever, and;
* Is more than twenty-five (25) years of age, and;
* Is not a member of the Business Committee or any other Ordinance created Committee, Board, or Commission of the Kickapoo Tribe of Oklahoma, however that individual may resign that post to assume the role of Judge or Justice.
* Has experience in the legal profession or has a legal education/training.

**DUTIES:**

* The Justices of the Supreme Court will adopt the rules and procedures necessary to administer the Judicial System and maintain such rules and procedures.
* To issue, as a judicial panel, necessary legal orders, judgments, and papers.
* To hold and conduct judicial proceedings during an established term.
* Keep all appropriate legal documents and records.
* To hear all appeals from the Trial Court.
* Supervise the Court staff.
* Promulgate standards for admittance to the Court Bar and to insure ethical standards are maintained by the Court Bar.
* Perform the duties of the Trial Judge, as necessary.
* Administer justice in an orderly, timely, efficient, and effective manner.
* Administer a filing system for necessary legal documents.

The Kickapoo Tribe of Oklahoma is an equal opportunity employer and does not discriminate on the basis of race, national origin, sex or sexual orientation, religion, age, or disability.

Please submit all resumes to: Dominga Jimenez, Court Clerk

 P.O. Box 95

 McLoud, OK 74851

 E-mail: djimenez@okkt.net

 Phone: 405-964-4227 ext.: 2303

 Cell: 405-434-9071

Fax: 405-964-2744

OR

Valerie Coffman, Director of Human Resources

P.O. Box 95

McLoud, OK 74851

E-mail: Valerie.Coffman@okkt.net

Phone: 405-964-4227 ext. 2003