



Zuni Tribe

Position Description

ASSOCIATE JUDGE

EXEMPT – LEVEL 13

7/6/2016

JUDICIAL BRANCH

TRIBAL COURTS

ZUNI, NM

GENERAL DEFINITION:

The Associate Judge assigned primarily to the Children's Court and assists the Chief Judge in performing judicial work of considerable and varying difficulty, including adjudication of cases and administration of the tribal courts (during the absence of the Chief Judge). Work is performed in a business like, efficient, economical, and ethical manner.

SUPERVISION RECEIVED:

Works under general supervision of the Chief Tribal Judge.

SUPERVISION EXERCISED:

During the absence of the Chief Tribal Judge, the Associate Judge is designated as the Acting Chief Judge. As delegated by the Chief Tribal Judge, supervision includes Court Clerks, Bailiff, Probation Officers, and Community Corrections Personnel, and other court personnel.

DUTIES:

1. Interprets laws in compliance with the Zuni Tribal Constitution.

- a. Researches cases heard before the Zuni Tribal Courts and other courts to determine relevant facts and laws upon which to base decisions for court actions.
- b. Maintains awareness of state and federal laws pertinent to tribal courts.
- c. Maintains current knowledge of the Judicial Branch of tribal government through available training within the Judicial Branch budget.

2. Conducts Juvenile civil and criminal Pre-Trial hearings and trials.

- a. Maintains proper order, respect, and decorum while holding court.
- b. Signs and issues bench warrants and other warrants upon receipt of an affidavit indicating probable cause.
- c. Conducts preliminary hearings and arraignments to determine whether there is reasonable and probable cause to hold defendants for further proceedings, trial by the court, or extradition elsewhere.
- d. Listens to presentations of cases, rules on admissibility of evidence and methods of conducting testimony, and settles disputes between opposing attorneys or parties.
- e. Examines, listens to, monitors, and reviews allegations, evidence, and testimony in cases.
- f. Mediates disputes in civil and criminal cases in a customary pre-trial setting.
- g. Renders judgment and develops appropriate resolutions to cases, including sentences consistent with the Tribal Code or Federal Law.
- h. Orders and refers all offenders (adult & juvenile) to the appropriate service providers.

3. Serves in various judicial capacities as necessary or as docketed.

- a. Primarily assigned to Children's Court Judge, for the Healing to Wellness Court (Drug Court) and Zuni Child Support Enforcement Program.
- b. Performs and administers civil duties, such as marriages and oaths of office for public officials.
- c. Attends meetings and conferences to represent the Judicial Department when delegated by the Chief Judge.

4. Perform related judicial duties.

- a. Maintains awareness of State and Federal law pertinent to tribal courts.
 - b. Signs bench warrants and other warrants upon receipt of evidence indicating probable cause for further action.
 - c. Maintains good public relations with tribal, county, state, and federal officials as required.
 - d. Attends seminars, workshops, and training sessions to keep abreast of significant changes and developments in case law and statutes.
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MINIMUM QUALIFICATIONS

KNOWLEDGE SKILLS AND ABILITIES: Must be at least thirty (30) years old. Must have good knowledge of court procedures, legal documents, and legal factors pertaining to courts. Must have good communication skills, both verbal (English & Zuni) and written (English). Ability to exercise and assist in making sound judgment in analyzing situations. Maintain confidentiality of information and records as appropriate. Knowledge of current computer software and basic use thereof. Must be able to establish and maintain good working and public relations with county, state and federal officials, tribal employees, and the general public.

TRAINING AND EXPERIENCE: Bachelor's Degree is preferred in a pre-law course of study and at least two (2) years of work experience in a field related to courts or law enforcement. ***OR*** Associate's Degree in a legal field **and** at least (3) years of work experience in a field related to courts or law enforcement.

LICENSE AND CERTIFICATES: Must have a valid NM Driver's License with no DWI/DUI convictions within the past three (3) years. Must be insurable through the Zuni Tribe vehicle insurance and maintain such insurability throughout the duration of employment. Must successfully pass a thorough background check with no felony convictions and no misdemeanor convictions in tribal, county, state or federal courts within the past five (5) years. **Driving is not an essential part of the duties.**

SPECIAL WORKING CONDITIONS: Position is subject to a Pre-Employment drug testing. Position is Safety Sensitive and will be subject to random drug screening for duration of employment. This position requires contact with County, State, Federal, and Tribal Officials, local residents, and others. On call 24 hours per day including weekends and holidays. Ability to handle difficult and stressful situations. This is a public trust position. Candidate must submit to and successfully pass a thorough background check including fingerprints.

THIS IS AN APPOINTED POSITION: Contracted employee is selected by the Zuni Tribal Council. Subject to a one (1) year probationary status.

RECEIVED
2016 JUL 8 AM 8 38
PUEBLO OF ZUNI
FINANCE DEPT.

RECEIVED
ON
JUL 11 2016
PUEBLO OF ZUNI
GOVERNOR'S OFFICE

I have reviewed this position description and understand that it reflects the duties that are currently being performed or will be performed.



Supervisor's Signature

7/6/16


Date



Program Manager/Director's Signature

7/11/16

Date



Human Resources Director's Signature

7/8/16

Date



Finance Director's Signature

7/11/16

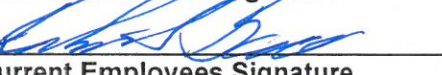
Date



Tribal Administrator's Signature

7/12/16

Date



Current Employees Signature

7-13-16

Date

(indicates receipt only)