

Sisseton-Wahpeton Oyate

Job Description

Job Title: Associate Judge

Reports to: Chief Judge

Term of Appointment: Four (4) years

Summary:

The Associate Judge is responsible for fairly and impartially hearing and deciding judicial cases and matters at the Tribal Court level within the jurisdiction of the Sisseton Wahpeton Oyate pursuant to tribal laws, codes, rules, and regulations.

Job Duties and Responsibilities:

- Faithfully and impartially discharge the duties of the Tribal Court;
- Support the Constitution, By-laws and laws of the Sisseton Wahpeton Oyate;
- Is patient, dignified and courteous to those appearing before him/her or those the Chief Judge will deal with in the capacity as a Judge and shall require similar conduct of court officials subject to the Judge's direction and control;
- Accord every person in a proceeding the right to be heard in accordance with the law;
- Observe and maintain high standards of conduct so that the integrity of the Tribal Court will be preserved and regulate extra-judicial activities to minimize the risk of conflict with judicial duties;
- Preside over cases assigned to him/her and filed in the Tribal Court, including but not limited to: Criminal, Civil (e.g. domestic relations, repossession, breach of contract, damages, and small claims), and Children's Court case (delinquency, neglect and dependency), and such other cases;
- Issue administrative orders, search and seizure warrants, arrest warrants, orders of protection, final orders, judgement, decisions and all other lawful orders of the Court promptly, efficiently, and fairly;
- Administers oaths and affirmations;
- Direct or authorize development of court rules of procedures and court policies and court forms;
- Directs the preparation of reports on court activities, including the development of an annual budget, identifying and assisting in the preparation and submission of grants and requests for needed funds and resources for the operation of the Judiciary;
- Organize training, staffing meetings, and other meetings with tribal government and other entities when needed.
- Other duties as assigned by the Chief Judge.

Job Requirements:

- Demonstrate oral, written, and analytical skills commensurate with the position of Chief Judge
- Ability to complete written legal opinions demonstrating proper legal analysis and efficient legal writing skills, including proper legal citation
- Knowledge of general legal principles in all areas listed in Duties and Responsibilities
- Knowledge of federal Indian law
- Knowledge or willingness to learn the Tribal Code of the Sisseton Wahpeton Oyate, including custom and tradition
- Knowledge of common court and trial procedures, including jury trial procedures
- Knowledge of courtroom management skills and case management skills
- Must be willing to attend judicial skills training
- Must be able to work in a properly collegial relationship with co-workers and be able to interact with other departments within the Tribe.
- Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive with co-workers
- Perform quality and efficient legal search on matters before the Court

Job Qualifications:

- Licensed attorney, and current member of any bar, with good standing;
- Extensive background in Indian law as it applies to Indian country;
- Must have must have a minimum of two (2) years' experience as a practicing attorney in State, and Federal Court and one (1) years as a practicing attorney in Tribal Court;
- Shall not have pled guilty, *nolo contendere*, no contest, or been convicted of any felony or other crime of moral turpitude;
- Shall not have pled guilty, *nolo contendere*, no contest, or been convicted of any misdemeanor, except minor traffic violations, within one year immediately preceding the appointment;
- Must not have had the right to practice law before any court or other tribunal revoked, terminated, suspended or otherwise been disciplined by any court or other tribunal he/she has appeared.