



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 • FAX (559) 400-0340

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### **POSITION DESCRIPTION – CHIEF JUDGE**

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**Reports To:** Tribal Council

**Department:** Legal

**Status:** Exempt

**Salary Range:** DOE

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#### **SUMMARY AND SCOPE:**

The Chief Judge is responsible for the overall operation and further development of the Chukchansi Tribal Court system. The Chief Judge administers justice and discharge duties by following the rule of law. Hears evidence and decides cases by issuing orders under Tribal law, with an emphasis on family safety, child protection, and healing-to-wellness diversion program. Liaison between the Tribal Court, Social Services Department, and Tribal Council Maintain and increase credibility of the Tribal Court both in the administration of justice for Tribal citizens, and as a leader in the advancement of tribal justice statewide and nationally.

#### **PRIMARY RESPONSIBILITIES:**

- Protects and promotes the integrity of the Tribal Court System.
- Adhere to the highest ethical standards and Chukchansi Code of Conduct.
- Conduct hearings for fair presentation of evidence, develop and maintain records, and issue decisions based on Tribal law.
- Works with the Tribal Court Administrator and Legal Department to manage Tribal Court calendar and caseload.
- Maintain a working relationship with the Social Services Department as well as State, Federal, and other Tribal Courts.
- Work collaboratively with the Legal Department to identify and pursue funding for expansion of services.
- Willingness to participate in legal training to gain knowledge necessary to do the job.
- Familiarity with Native American cultures.
- Excellent interpersonal, verbal and written communication skills.
- Ability to respect the rule of law over emotion, provide sound judgement, and make impartial decisions.
- Develops, or assists in developing, and implements court policy and procedures, forms, and tribal codes.

CHIEF JUDGE

Current as of: \_\_\_\_\_

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

**MINIMUM QUALIFICATIONS:**

- J.D. from an accredited law school.
- Must be a member in good standing of the bar of any state.
- Must have a minimum of 5 years of experience in practicing law, including service on a tribal, federal, or state court bench.
- Knowledge of Federal Indian Law with emphasis on issues of tribal sovereignty and government, including the Indian Civil Rights Act and PL 638 contracts and grants.
- Knowledge of the Chukchansi customs, traditions, and history of the Chukchansi Tribe.
- Must have experience in management and an understanding of basic office skills.
- Must have good interpersonal skills.
- Must have strong oral and written communication skills.
- Experience in Indian affairs or Tribal Government.
- Must have a clean criminal record.
- Must have excellent organizational skills.
- Must have and retain a valid driver’s license.
- Must pass a criminal background check and pre-employment drug and alcohol screen.

**APPLICATION PROCESS:**

- If you are interested in this position, please submit the following:
  - Completed Application
  - Cover Letter and Resume
  - Documentation of completion of Education
  - If claiming Tribal Preference, please provide proof of Tribal Identification
- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

CHIEF JUDGE

Current as of: \_\_\_\_\_

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

\_\_\_\_\_  
(Approval Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)