

JOB OPENING ANNOUNCEMENT

Job Title: Associate Justice Court of Appeals

Reports to: Chief Justice

Department: Court of Appeals

Job Vacancy: YAN-25-98

Status: 2 Year Term

Starting Wage: \$500 per case

Opening Date: 9/8/2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The court system of the Yavapai-Apache Nation is a two-tiered court system consisting of a Tribal Court and a Court of Appeals. The Associate Justice is appointed by the Tribal Council pursuant to the Yavapai-Apache Nation Constitution for a two (2) year term and is eligible for re-appointment. Compensation is paid on a per case basis.

QUALIFICATIONS:

The Minimum Qualifications for judges of the Nation's court system are established by Ordinance adopted by the Tribal Council as authorized under the Constitution of the Yavapai-Apache Nation. Section 111 of the Nation's Judicial Code sets out the minimum qualifications of judges. A judge shall:

- Be either in order of preference:
 - An attorney,
 - An Indian graduate of an approved law school,
 - A lay advocate who has regularly practiced before the Court as a member of the Bar of the Court for a period of five (5) years, or
 - An Indian graduate of a paralegal program approved by the American Bar Association;
- Have demonstrated moral integrity and fairness in his/her business, public and private life;
- Have never been convicted of a felony and have not been convicted of any misdemeanor offense, except traffic offenses, for a period of five (5) years preceding appointment;
- Have regularly abstained from the excessive use of alcohol and any use of illegal drugs;
- Not be less than twenty-five (25) years of age;
- Cannot be a member of the Nation's Legislative Branch or serve on any of the Nation's Boards; and
- If not an attorney or law graduate, must have completed at least thirty (30) semester credit hours at an accredited college or university, or at least two (2) years of previous experience as a judicial officer for a Tribal Court.

In addition to the Minimum Qualifications, the following additional qualifications are preferred:

- Licensed attorney in good standing;
- Three (3) years full-time and/or equivalent judicial experience;
- Experience in Tribal Courts;

- Knowledge of Tribal and Federal Indian Law and familiarity with Tribal communities;
- Possess a high level of competence and ability to apply principles of law to the particular factual circumstances presented in cases coming before the Court;
- Excellent verbal, writing and communications skills;
- Sound judicial temperament;
- Ability to use computers and word processing programs;
- Ability to make effective presentations and explain the legal reasoning in controversial or complex topics;
- Have the capacity to remain open-minded;
- Respect peers and all persons appearing before the court.

DUTIES AND RESPONSIBILITIES:

- Exercises the duties and powers of a justice of the Court of Appeals as provided in the Yavapai-Apache Nation Constitution and the Judicial Code;
- Serves on the three (3) justice panel that hears appeals from the Tribal Court;
- Writes opinions as may be assigned by the Chief Justice;
- Serves as Acting Chief Justice when the Chief Justice is recused, disqualified, or otherwise unavailable;
- Remains current on relevant legal matters and conducts legal research as appropriate;
- Adheres to judicial ethics

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**