

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Associate Judge

**Reports To:** Chief Judge

**Department:** Tribal Court

**Job Vacancy:** YAN-26-21

**Status:** 40 hours per week; Two-year Term

**Starting Wage:** DOE

**Opening Date:** 01-26-26

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Associate Judge presides over cases before the Tribal Court and helps ensure the proper operation of Yavapai-Apache Nation Tribal Court under the supervision of the Chief Judge

### **QUALIFICATIONS:**

- The Minimum Qualifications for Judges of the Tribal Court are established by Ordinance adopted by the Tribal Council as authorized under the Constitution of the Yavapai-Apache Nation. Title 3 of the Nation's Judicial Code, Section 111, sets out the "Minimum Qualifications and Limitations of Judges of Tribal Courts." A copy of Section 111 is attached to this Job Description and incorporated herein.
- In addition to the Minimum Qualifications set out in Title 3, the following qualifications also apply to this Position:
  - In the case of applicants who are attorneys, a Law Degree and State Bar license plus two (2) year's experiences as a Judicial Officer, Attorney, or Tribal Advocate (Law School Degree highly preferred for this position).
  - In the case of Non-Attorney Applicants, a High School Diploma or GED plus six (6) years' experience as Judicial Officer, or Tribal Advocate; or a Paralegal or Tribal Trial Advocacy Certificate plus five (5) years' experience as a Judicial Officer, Lawyer or Tribal Advocate.
- Minimum of one (1) year of practice before courts of limited jurisdiction.(Tribal Court preferred).
- Possess a high level of competence, ability to apply legal thinking to reconciling the principles of law and the particular circumstances of issues presented in cases coming before the Court.
- Must have good verbal & writing skills and, excellent communications skills.
- Supervisory/Personnel Management experience preferred.
- Some judicial administrative experience preferred.
- Ability to manage courtroom and specialty court staffing.
- Sound judicial temperament.
- Must be able to use computers and have good PC skills in Microsoft Word, Microsoft Excel and Access.
- Ability to make effective presentations, explain the legal reasoning used on controversial or complex topics.
- Have the capacity to remain open-minded, manage case workload efficiently.
- Respect their peers and their constituencies.

- Knowledge of Tribal, Federal and State Law; regarding Tribes and familiarity with Tribal communities.
- Must not have been convicted of a felony or misdemeanor within the past ten (10) years other than traffic violations.
- Evidence of continuing education to maintain any required Certifications/License and update knowledge and skills.
- **Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.**

#### **DUTIES AND RESPONSIBILITIES:**

- Issue warrants of arrest, bench warrants, search warrants, subpoenas, temporary restraining orders, Orders of Protection, commitments and other legal documents.
- Preside over proceedings in all cases as assigned by the Chief Judge, including: civil, criminal, domestic relations, adoption, ICWA, landlord tenant, real estate, probate and specialty court and other matters arising under the Yavapai-Apache Law & Order Code and the jurisdiction of the Court.
- Prepares written opinions, orders and other court directives on a timely basis.
- Performs case management, on hearings, motions, rulings, setting of cases, etc. on a timely basis.
- Maintain accurate and complete court records.
- Assist court clerks in maintaining updated records and files on cases.
- Adheres to rules of Judicial Ethics.
- Supports and interacts with other employees and Tribal members.
- Conduct court business and facilitate the development and use of alternative and informal processes in the resolution of disputes.
- Conducts, attends, and interacts in meetings with the Yavapai-Apache Nation personnel, other public agencies and the public.
- Assist Court Administrator in caseload reporting, conducts working relationship with judicial and tribal staff in a positive and professional manner to improve, and maintain the dignity of the Judicial Branch.
- Represents the Nation in a variety of local, state, county, and other meetings.
- Participates on various Nation work groups.
- Remains current on relevant law matters including attending continuing legal education courses.
- Other duties as assigned by the Chief Judge.

#### **PHYSICAL REQUIREMENTS**

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume, application and writing sample 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](http://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**

