



P.O. Box 837
Sells, Arizona 85634

**TOHONO O'ODHAM LEGISLATIVE
BRANCH**

Telephone: (520) 383-5260
Fax No.: (520) 383-5246

JOB ANNOUNCEMENT

CLOSING DATE: Open until filled

POSITION AND TERMS: **JUDGE** (one position)

Terms (existing vacancy): one position with term expiring January 31, 2023

LOCATION OF POSITION: Tohono O'odham Judicial Court in Sells, Arizona.

LENGTH OF EMPLOYMENT:

The Nation's judges are appointed by the Tohono O'odham Legislative Council and serve six-year terms. When a vacancy occurs during a term, the new judicial appointee serves the unexpired term of his or her predecessor. A Nation's judge is eligible for reappointment to additional terms in office.

SUPERVISION RECEIVED:

Under the general supervision of the chief judge.

DUTIES/RESPONSIBILITIES:

A judge of the Tohono O'odham Nation shall have the duties and powers of the office in accordance with Article VIII of the Constitution of the Tohono O'odham Nation, including:

- (1) Hear and determine, when assigned by the chief judge or the deputy chief judge, any matter arising under the laws and Constitution of the Tohono O'odham Nation and enter an order or judgment in favor of a party.
- (2) Preside over criminal cases, including conducting jury or bench trials.

- (3) Hear and determine uncontested and contested petitions for adoption, custody, dependency, guardianship of, or other similar actions concerning the status of minors or incompetence of incapacitated persons.
- (4) Hear and enter judgment in juvenile offender cases.
- (5) Hear and determine any matters pertaining to evaluation, treatment, and placement of mentally ill persons.
- (6) Hear and determine any matter pertaining to dissolution of marriage, probate of estates, and any civil matter filed pursuant to the laws of the Tohono O'odham Nation.
- (7) Issue orders, judgments, or decrees on written stipulations in accordance with agreed terms and conditions.
- (8) Hear and rule on any motion or application relative to an order, judgment, or decree granted or signed by a judge, provided that the motion or application is made in accordance with the applicable Rules of Court procedure.
- (9) Issue orders to show cause requiring a person to appear before a judge of the Tohono O'odham Judicial Court to show cause why the Court should not issue a contempt of Court.
- (10) Issue arrest warrants pursuant to the Nation's Rules of Court.
- (11) Enter an ex parte order or grant injunctive relief in accordance with the Nation's Rules of Court.
- (12) Perform such other judicial duties as assigned.

QUALIFICATIONS:

- (1) Possess a juris doctorate degree and be licensed to practice in any state, be a member in good standing with a state bar association, and have at least three years of experience as a practicing attorney, or
- (2) Possess a bachelor's degree and at least six years of work experience and training in a judicial or law-related field which provides the desired knowledge, skills and abilities, or
- (3) Possess an associate's degree and be an enrolled member of the Nation, and have served as a judge for at least six years or have at least ten years of work experience and training in a judicial or law-related field.

NOTE: See 6 T.O.C. Chapter 1, Subsection 1103(C) at <http://tolc-nsn.org/docs/Title6Ch1.pdf> for additional requirements and disqualifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of Nation's criminal, civil, traffic laws, regulations, and applicable state and federal laws.
- Working knowledge of Tohono O'odham Judicial Court practices and procedures.
- Working knowledge of the organization, functions, and legal limitations on the authority of Indian tribes.
- Skilled in the preparation of legal memoranda, orders, judgments, and decrees on a computer.
- Good research, writing, and oral skills.
- Ability to conduct computer-based legal research, and interpret and apply legal principles and precedents to matters or cases arising under the Nation's laws or Constitution.
- Ability to perform the duties of the office impartially and diligently and to avoid any appearance of impropriety in all activities.
- Ability to uphold the integrity and independence of the Judicial Branch and comply with applicable canons of conduct and rules of professional responsibility.
- Ability to regulate all extra judicial activities to minimize the risk of conflict with the judicial duties.

SPECIAL REQUIREMENTS:

Requirements marked with a ** are preferred.

- (1) Preference given to qualified, enrolled members of federally recognized Indian tribes with first preference to qualified, enrolled members of the Tohono O'odham Nation.
- (2) ** Ability to speak or understand the O'odham language.
- (3) Applicant will be required to go through an extensive, nationwide background investigation check. Background check shall include criminal history, driving record, any pending litigation, employment history, licensing and disciplinary history, and may include financial information check and checks of other background information. A person shall not be eligible for appointment as a judge of the Judicial Court if he or she:
 - (a) has been convicted of a felony;

- (b) has been convicted of a misdemeanor (other than a non-moving traffic violation or a traffic violation on the Nation that would be a civil offense in the State of Arizona) within the past ten years; or
 - (c) has been admonished, censured, reprimanded, or disciplined in any jurisdiction for a violation of applicable ethical rules or canons applicable to judges, lawyers, or non-attorney legal advocates.
- (4) Must be fingerprinted.
 - (5) An application for employment must be submitted with a resume and three reference letters – applicant will not be considered if application, resume and reference letters are received or postmarked after the closing date.
 - (6) ** Valid Arizona driver’s license.
 - (7) Must provide copies of college diplomas and bar certification, if an attorney.
 - (8) May take oral or written examination to illustrate knowledge of judicial and legal requirements.

SALARY: \$154,010 (licensed attorney), \$126,403 (bachelor’s degree), and \$87,277 (Nation’s member with associate’s degree) with additional compensation for fluent O’odham speakers, and to the chief judge and deputy chief judge.

Group health and life insurance, 401(k) plan, and other benefits provided.

Interested applicants should submit a letter of interest and resume along with the completed application forms available at Tohono O’odham Legislative Branch or at <http://tolc-nsn.org/> to:

ATTN: Quintin C. Lopez, Chairperson
 Judiciary Committee
 Tohono O’odham Legislative Branch
 Post Office Box 837
 Sells, Arizona 85634
 (520) 383-5260
Quintin.lopez@tonation-nsn.gov

*Application must be submitted to the
 Legislative Branch Administration
 During the hours of 8:00 A.M. - 5:00 P.M.
 Monday thru Friday
EXCEPT HOLIDAYS*