



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: Leander Mase, Chairperson
 Judiciary Committee
 Tohono O’odham Legislative Branch
 Post Office Box 837
 Sells, Arizona 85634
 (520) 383-5260
leander.mase@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*



Tohono O'odham Nation Legislative Branch Judicial Court Judge Application

P.O. Box 837 – Sells, Arizona 85634
 Phone: (520) 383-2470 – (520) 383-5260
 Fax: (520) 383-2479 Website: www.tolc-nsn.org

Legislative Administration Office Only
Date Received: _____

How did you learn about this vacancy: _____

Have you worked for the Tohono O'odham Nation previously? YES NO Dates: _____

If YES, what position? _____

Personal Information				
Name: _____				
Last	First	Middle		
Social Security #: _____ Are you known by other names while previously employed? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If YES, list name: _____				
Last	First	Middle		
Mailing Address: _____				
P.O. Box/Street Address	City	State	Zip Code	
Location Address: _____				
P.O. Box/Street Address	City	State	Zip Code	
Telephone number: Day: (____) _____ Evening: (____) _____				

Indian Preference	
Are you registered with a Federally recognized Indian Tribe? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Proof of documents attached? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what Tribe: _____	

Military	
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO Branch and Dates of Service: _____	
Rank and Type of Discharge: _____ Date of Discharge: _____	

Indicate Language(s) you: (Other than English)	Understand	Speak	Read	Write	Degree of Proficiency

References

List three (3) individuals whom you have known at least three years.
 (Do not list relatives)

 Name Address City/State/Zip Telephone
 Number

 Name Address City/State/Zip Telephone
 Number

 Name Address City/State/Zip Telephone
 Number

Specialized Training

List any specialized legal training, internships, and skills you may have received that relates to this position (include number of hours and course content)

List any office equipment proficiencies/software/word processing applications you are familiar with?

Current typing speed: _____

Education

	Name and Address	Course of Study	Did you graduate	List Degree(s) Awarded
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business or Trade School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College or University			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School or Other			<input type="checkbox"/> YES <input type="checkbox"/> NO	

With the exception of high school, please submit copies of degrees, certificates, and licenses

List employment history (start with the most recent). It is important to include **all** periods of employment; voluntary, training, military, etc. If more space is needed, use the same format on another piece of paper or a continuation sheet in the same format. Please explain gaps in employment.

Company's Name: _____	Supervisor's Name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Average hours worked per week: _____
Reason for leaving: _____	
Describe Work Skills: _____	

Company's Name: _____	Supervisor's Name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Average hours worked per week: _____
Reason for leaving: _____	
Describe Work Skills: _____	

Company's Name: _____	Supervisor's Name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Average hours worked per week: _____
Reason for leaving: _____	
Describe Work Skills: _____	

Name: _____

Company's Name: _____	Supervisor's Name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Average hours worked per week: _____
Reason for leaving: _____	
Describe Work Skills: _____	

Company's Name: _____	Supervisor's Name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Average hours worked per week: _____
Reason for leaving: _____	
Describe Work Skills: _____	

Are you employed now? YES NO

May we contact your present employer? YES NO

Are you a U.S. Citizen? YES NO

Do you have a valid driver's license? YES NO

Do you have any DUI's or major traffic offenses within the past three (3) years? YES NO

List name(s) of relative(s) working for the Tohono O'odham Nation

Name	Relationship	Department	Title
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I, _____ hereby declare that the information provided by me in this application is true and complete to the best of my knowledge. I understand the application and all supporting documents are the property of the Tohono O'odham Legislative Branch.

Name: _____ Date: _____



TOHONO O'ODHAM LEGISLATIVE BRANCH

AUTHORIZATION FOR RELEASE OF INFORMATION

I understand that the information I report on the employment application will be subject to verification by background investigation. I agree to allow, and cooperate with, the investigation of my background. I also agree not to hold TOHONO O'ODHAM LEGISLATIVE BRANCH, or its employee or contractors, liable in connection with the inquiries. I understand and agree that criminal history, driving record, and other information may be obtained concerning me.

For the purpose of the background investigation I expressly authorize the release of any and all information about me from previous employers, and government subdivision, holders of public records, law enforcement agencies, and agencies, any public or private person who might have material information about me, and the companies, schools and persons named in the TOHONO O'ODHAM LEGISLATIVE BRANCH application. I further agree to release any such entity or individual from liability for damages in releasing the information.

In the event that the investigation reveals any information that I have hidden or failed to report as requested. I agree that those issues may be fully examined, and include the release listed above in such additional inquiries.

Signature of Applicant

Date

The following information is supplies in connection with the background investigation:

Print Full Name: _____ SSN: _____

Other Names Used: _____ Years used: _____ to _____

Month/Date of Birth: _____ Year of Birth: _____

Current Address: _____

Cities and States in which you have lived within the last five years:

Current Driver's License Number: _____ State of Issue: _____

Other States in which Driver's Licenses have been held in the last five years:

License Number: _____ State: _____

License Number: _____ State: _____

License Number: _____ State: _____



**Tohono O'odham Nation
Legislative Branch
Judicial Court Judge Application**

P.O. Box 837 – Sells, Arizona 85634
Phone: (520) 383-2470 – (520) 383-5260
Fax: (520) 383-2479 Website: www.tolc-nsn.org

To: Chief of Police, Tohono O'odham Police Department

I, _____ in consideration of my employment or being considered for possible appointment (applying _____ in the _____), by the Tohono O'odham Legislative Council, do hereby give permission to release any information on the following to the Legislative Secretary.

- Conviction of a felony
- Misdemeanor or conviction within the past twelve (12) months
- Conviction for DUI or other major traffic violations within the past three (3) years.

I also do hereby represent that I have never been convicted of a felony or misdemeanor involving moral turpitude, and authorize and consent to the disclosure by and to any law enforcement agency, department or officer, to the Tohono O'odham Nation and the Bureau of Indian Affairs, or any of their Officers or agents, any information that they may have or procure concerning my past record or character, hereby waiving any protection I may have to the confidentiality thereof, and releasing them from any claim which may arise on account thereof, or on account of the release of dissemination thereof.

Dated this _____ day of _____, 20 ____.

SIGNATURE OF APPLICANT

WITNESS:

Name

Address

Telephone Number

Applicant Information:

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ Class: _____ Expires: _____

Address, City or village, state of residence for the past five (5) years:



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Telephone: (520) 383-5260
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APPLICATION FOR APPOINTMENT TO TOHONO O'ODHAM JUDICIAL COURT

Personal Information

Full Name:

Office Address:

Are you a resident of Arizona? If so, then for how many years?

Education Background

List major and minor fields of study and extracurricular activities.

List scholarships, awards, honors, citations and any other factors (e.g., employment) you consider relevant to your performance during college and law school, if applicable.

Professional Background and Experience

List all courts in which you have been admitted to the practice of law with dates of admission. Give the same information for administrative bodies, which require special admission to practice.

List all areas of law in which you have practiced.

Indicate any specialties for which you have applied for certification by the State Bar of Arizona or other bar association and the results of that or of those applications.

Describe your typical clients.

List not more than three cases you litigated or participated in as an attorney before mediators, arbitrators, administrative agencies, trial courts, tribal courts, or appellate courts that were of any particular significance to you as an attorney. State as to each case: (1) the date or period of the proceedings; (2) the name of the court or agency and the name of the presiding judge or officer before whom the case was heard; (3) a summary of the substance of each case and why it was significant. You do not have to disclose the client's name or other confidential information.

Have you represented clients in litigation in Federal, Arizona, or tribal trial courts? _____
If so, state:

The approximate number of cases in which you appeared before:

Federal Courts: _____

State Courts of Record: _____

Municipal/Justice Courts: _____

Tribal Courts (specific which tribe): _____

The approximate percentage of those cases which have been:

Civil: _____

Criminal: _____

The approximate number of those cases in which you were:

Sole Counsel: _____

Chief Counsel: _____

Associate Counsel: _____

Conduct and Ethics

Have you ever been denied admission to the bar of any state due to failure to pass the character and fitness screening? _____ If so, explain.

Have you ever had to take a bar examination more than once in order to be admitted to the bar of any state? _____ If so, explain.

Have you ever been arrested for any criminal offense? Yes No

Include information regarding whether the arrest was for felony or misdemeanor and whether it was as an adult or as a juvenile.

Offense _____ Date _____
City _____ State _____
Law Enforcement Agency Name _____
What happened? _____

Have you ever been the subject of a criminal investigation even if you were never charged?

Yes No

Subject matter of the investigation _____
Date _____
City _____ State _____
Law Enforcement Agency Name _____

What happened? _____

Is there now or has there ever been a warrant for your arrest? [] Yes [] No

Offense _____ Date _____

City _____ State _____

Within the past ten years, have you 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)?

Have you ever 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?

Non-Attorney Applicant

If you are an applicant who does not possess a juris doctorate but possesses a bachelor's degree with at least six years of work experience in a judicial or law-related field, please describe how your previous work experiences will benefit the Tohono O'odham Nation if you are appointed as a Tohono O'odham judge.

If you are an applicant who is an enrolled member of the Nation and possesses at a minimum an associate's degree, and have served as a judge for at least six years or have at least ten years of work experience in a judicial or law-related field, please describe how your previous work experiences will benefit the Tohono O'odham Nation if you are appointed as a Tohono O'odham judge.