



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: Judge (two positions)

TERM: Terms expiring January 31, 2025

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 until a successor is appointed and sworn in. 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) Hearing and determining, 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 entering an order or judgment in favor of a party.
- (2) Presiding over criminal cases, including jury or bench trials.
- (3) Hearing and determining 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) Hearing and entering judgment in juvenile offender cases.
- (5) Hearing and determining any matters pertaining to the evaluation, treatment, and placement of individuals with mental health issues.
- (6) Hearing and determining any matter pertaining to the dissolution of marriage, probate of estates, and any civil matter filed pursuant to the laws of the Tohono O’odham Nation.
- (7) Issuing orders, judgments, or decrees on written stipulations.
- (8) Hearing and ruling 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) Issuing 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) Issuing arrest warrants pursuant to the Nation’s Rules of Court.
- (11) Entering an ex parte order or granting injunctive relief in accordance with the Nation’s Rules of Court.
- (12) Performing 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;
- (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:

- (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. (preferred)
- (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) Must provide copies of college and law school diplomas and bar certification, if an attorney.
- (7) May be required to 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, the chief judge, and deputy chief judge.

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

APPLICATION REQUIREMENTS:

Applicants strongly encouraged to submit materials electronically.

Interested applicants should submit a letter of interest, resume, three writing samples, and three reference letters along with the completed application forms available 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

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