



P.O. Box 837
Sells, Arizona 85634

**TOHONO O'ODHAM LEGISLATIVE
BRANCH**

Telephone: (520) 383-2470

**JOB ANNOUNCEMENT
TOHONO O'ODHAM JUDICIAL COURT JUDGE**

CLOSING DATE: Open Until Filled

POSITION: Judge (one position)

TERM: Term beginning when appointed and ending January 31, 2027
(A Nation's judge is eligible for reappointment to additional terms in office.)

SALARY: \$204,046.75 (licensed attorney), \$155,513.07 (Nation's member with bachelor's degree), and 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

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

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 vested by Article VIII of the Constitution of the Tohono O'odham Nation and the Nation's laws, 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 and Nation’s laws;
- (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 laws and Rules of Court;
- (11) Entering *ex parte* orders or granting injunctive relief in accordance with the Nation’s Rules of Court; and
- (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; have at least four years of experience as a practicing attorney; and have at least four years of trial and other in-court litigation experience as an attorney, advocate, or judge; or
- (2) Possess a bachelor’s degree; have at least six years of work experience and training in a judicial or law-related field which provides the desired knowledge, skills and abilities; have at least four years of trial and other in-court litigation experience as an attorney, advocate, or judge; and be an enrolled Nation’s member, with preference for O’odham speakers and candidates who understand O’odham Ñi’okĩ.

DISQUALIFICATIONS:

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 (collectively, “disciplined”) in any jurisdiction, and by a formal procedure providing due process, for a violation of applicable ethical rules or canons applicable to judges, lawyers, or non-attorney legal advocates within the last ten years.

NOTE: See 6 T.O.C. Chapter 1, Subsection 1103(C) at <https://www.tolc-nasn.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 powers of Indian tribes.
- Skilled in preparing legal memoranda, orders, judgments, and decrees on a computer.
- Strong 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 conduct all extra-judicial activities to minimize the risk of conflict with the judicial duties.

SPECIAL REQUIREMENTS:

- (1) Preference shall be given to candidates for Judicial Court judge who are qualified, enrolled members of federally recognized Indian tribes, with first preference given to qualified, enrolled members of the Tohono O’odham Nation. Additional preference shall be given to O’odham-speaking candidates and candidates who understand O’odham Ńi’okĩ.
- (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.

- (4) May be required to take oral or written examination to illustrate knowledge of judicial and legal requirements.

APPLICATION REQUIREMENTS:

An application for employment includes:

- (1) A completed application form available at <https://tolc-nsn.org/>;
- (2) Letter of Interest;
- (3) Resume;
- (4) Three reference letters;
- (5) Three legal writing samples; and
- (6) If an attorney, copies of college and law school diplomas and bar certification.

All application materials must be submitted electronically.

Interested applicants should submit a completed application and supporting materials to:

ATTN: Gloria Ramirez, Chairperson
Judiciary Committee
c/o Christy Fendenheim, Committee Staff
Tohono O'odham Legislative Branch
christyd.fendenheim@tonation-nsn.gov
(520) 993-9131