

Request for Qualifications (RFQ)  
Associate Judge, Lower Sioux Tribal Court

Date Opened:  
October 18, 2023

Position Title: Associate Judge of the Lower Sioux Tribal Court  
Hours: Full-Time Contract Services  
Contract Term: Two years, may be eligible for successive two-year terms  
Pay Rate: DOQ  
Application Deadline: Open Until Filled

#### SUMMARY OF DUTIES

The Associate Judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the Lower Sioux Indian Community Tribal Court. In addition to the responsibilities listed below, the Associate Judge is responsible for protecting and enhancing the Tribe's sovereignty and administers all cases and controversies arising in law or equity under the Community's Constitution. Duties include, but are not limited to, presiding over a variety of hearings related to Child Welfare, Adult Guardianship, traffic infractions, and other matters arising from the Community's laws. Responsibilities also include the assisting the Chief Trial Judge of overall development of court rules and procedures, expansion of court jurisdiction, administrative operations of the Tribal Court and supervision of and training of Court employees, including case management, ancillary services and the timeliness of judgments and orders.

Responsibilities will also include providing assistance and recommendations to the Community to seek out and secure funding to support Tribal Court operations. Work with the Chief Trial Judge to submit the Court's proposed budgets and reports/expenses/expenditures to the Community Council. Additional duties and responsibilities may include the development and/or revision of ordinances for approval by the Community Council, Community education and awareness meetings. The Associate Judge will also work with the Community's grants/finance department for consultation in the pursuit of grants. Candidates will be required to disclose any ethical complaints against them and the results of those complaint(s), and provide two writing samples with any confidential information redacted.

#### QUALIFICATIONS

- Must possess a Juris Doctor from an ABA-accredited law school.
- Must be a member in good standing of the bar of any state, licensed to practice in the highest court of any state.
- Must be at least twenty-five (25) years or older.
- Must have a minimum of at least ten (10) years of experience of practicing law as a licensed attorney.
- Be a person of honor, integrity and good moral character (as evidenced by written or oral recommendations to the Tribal Council from at least three attorneys who were opposing counsel)

who are not immediate family members and provide the name of a judge the Candidate appeared in front of within the last three years).

- Outstanding interpersonal skills and experience supervising other legal professionals required.
- Prior experience in accounting and administering budgets.
- Must have no felony conviction by a court of the United States or of any State of the United States for a felony, as felony is defined by the laws of that jurisdiction or misdemeanor within one year immediately preceding the proposed contract.
- Not have been convicted by a federal, state, or tribal court of an act involving dishonesty, corruption, a felony involving moral turpitude, elder abuse or child abuse.
- No prior incidents of a breach of confidentiality.
- Must agree to be subject to a background investigation conducted by the Community.
- Must have a sincere interest in assisting the Community to strengthening its Tribal Court and administer justice in a fair and impartial manner.
- Shows respect and sensitivity for cultural differences.
- Ability to promote a harassment-free environment.
- Must be able to hold hearings in person and virtually.

PREFERRED QUALIFICATIONS:

- Five (5) years' experience in the field of Tribal law and federal Indian law and demonstrated experience with the principals of sovereignty and jurisdiction (such experience may include service on a tribal, federal or state court bench).
- Experience as a Tribal judge exercising civil and criminal jurisdiction.
- Experience developing and managing court policies and procedures, whether within a Tribal court jurisdiction or otherwise.
- Experience working with court-related computer programs.

Native preference applies.

Please submit your information / supporting documentation to [Nizhoni.Smith@lowersioux.com](mailto:Nizhoni.Smith@lowersioux.com)