

# Kickapoo Traditional Tribe of Texas

2212 Rosita Valley Rd  
Eagle Pass, TX 78852  
Tel# 830-773-2105 Fax # 830-758-0325



## **JOB DESCRIPTION**

**POSITION:** Tribal District Court Judge  
**DIVISION:** Kickapoo Tribal Council  
**DEPARTMENT:** Legal

## **RESPONSIBILITIES**

The Tribal District Court Judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the Kickapoo Traditional Tribe of Texas Court pursuant to the Kickapoo Traditional Tribal Law and Order Code, Kickapoo customs and traditions, ordinances, regulations, duly adopted policies, and applicable Federal and local laws. In addition to the responsibilities listed below, the Tribal District Court Judge is responsible for protecting and enhancing the Tribe's sovereignty and must conduct himself/herself according to the highest level of moral and ethical standards. The Tribal District Court Judge shall be appointed at the discretion of the Tribal Council. Responsibilities may also include the administrative operations of the Tribal District Court and supervision of its employees, including case management and the timeliness of judgments and orders.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

*An individual must be able to successfully perform each of the essential functions of this position listed below with or without reasonable accommodation.*

- Shall hear and determine all matters fully and regularly filed in the Kickapoo Tribal Court.
- To use the federal rules of Criminal and Civil Procedures as guidelines when Tribal Law or custom does not apply.
- Judge shall prepare written orders based upon the facts, law and precedence of the case in a timely manner.
- Presides over criminal and civil cases properly and regularly filed in the Tribal Courts, Children's Court, and Appellate Court. Enforces and maintains the subject matter, territorial and personal jurisdiction of the Kickapoo Traditional Tribe of Texas.

- Informs defendants during arraignments of his/her rights and charges, pursuant to the Kickapoo Traditional Tribe of Texas Codes and Indian Civil Rights Act.
- After trial, fact-finding or hearing, will issue orders, decrees, judgments, sentences or dismissals based upon the law, facts, evidence, precedence and procedures pursuant to the Kickapoo Traditional Tribe of Texas Codes.
- Judge shall research issues, case law, traditional law, and render decisions, fairly, timely, equally and legally.
- Judge shall work administratively with the Court Administrator and Court Clerks establishing goals, objectives, and priorities for the judges, attorneys, and clerks of the Kickapoo District Court.
- Demonstrate an ability to apply legal principles.  
Keep abreast of developments and potential for change in their specific area of law
- Shall have the power to:
  - Issue any written order, decree, judgment and legal memorandum necessary and proper to the complete exercise of their powers;
  - To issue subpoenas to compel witnesses or documents, or both, on the motion of any party on their own in the proceeding before him/her and may hold in contempt any party or person for failure to comply with such subpoena after being properly notified and without legal justification for failing to do so;
  - To administer oaths to persons in proceedings before him/her and where necessary and proper, to carry out judicial duties;
  - To administer fines, penalties, dismissals, forfeitures, costs, restitution, hold in contempt, defer prosecution, impose, suspend, or defer jail time;
  - To hold arraignments, preliminary hearings, pre-trials, trials, jury trials, post trials, and sentencing.
- Seeks to be up-to-date in relevant legal issues.
- Learns about other cultures and diversity issues.
- Broadens and extends knowledge (e.g., learns new areas of law, clarifies uncertainty).
- Perform such other tasks as may be assigned from time to time by the General Counsel or designee.

**KNOWLEDGE, SKILLS AND ABILITIES FOR THE POSITION:**

Knowledge and application of the laws, rules, regulations and ordinances in effect on the Kickapoo Traditional Tribe of Texas, including Indian Civil Rights Act (ICRA), and the Indian Child Welfare Act (ICWA).

Effectiveness of application and compliance with Tribal, federal, state and local regulatory matters.

Commitment to excellence, and high moral and ethical standards

Excellent written and oral communication skills

Excellent presentation skills

Basic competence in subordinates' duties and tasks.

Strong organizational, problem-solving, and analytical skills

Ability to manage priorities and workflow  
Ability to understand, provide and follow written and verbal direction  
Attention to detail and accuracy  
Ability to manage and maintain security of confidential data and information  
Attention to exercise independent and sound judgment  
Ability to decide matters of law in an impartial manner  
Cultural awareness of and sensitivity of Kickapoo customs, traditions, religious beliefs, and way of life  
Ability to read and write English and Spanish (preferred)

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

**Minimum Qualifications:** Must possess a Juris Doctorate from an ABA accredited law school.

Must be a licensed attorney and a member in good standing of the bar of any state in the U.S.

Must have experience and/or practice in the field of Indian law and demonstrated experience with the concepts of federal Indian law. Tribal law and principles of tribal sovereignty and jurisdiction are strongly preferred.

The ideal candidate will have experience as a Tribal judge in a Tribal justice system exercising both civil and criminal jurisdiction.

Outstanding interpersonal skills and experience supervising other legal professionals is required.

Is expected to complete continuing education and training courses, as needed.

### **NATIVE AMERICAN PREFERENCE IS OBSERVED:**

KTTT recognizes preference for KTTT tribal members and qualified Native American tribal members including preferential treatment in recruitment, hiring, promotions, layoffs and reductions in force so long as they meet minimum job qualifications.

### **SPECIAL CERTIFICATION REQUIRED:**

Maintain a current license to practice law in any state.

### **PHYSICAL ACTIVITIES:**

*The following physical activities are necessary to perform one or more essential functions of this position.*

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls.

The employee frequently is required to reach with hands and arms.

The employee occasionally is required to stand, walk, stoop, kneel, crouch or crawl

The employee occasionally must lift and/or move up to 15 pounds.

Specific vision abilities required by the job include close vision, distance vision, peripheral vision and depth perception.

The employee must be able to communicate effectively in person or using telecommunications equipment.

The employee must have the hand-eye coordination and manual dexterity to operate a keyboard, touch-screen display, telephone and calculator.  
The employee must have a normal range of hearing and be able to talk.

**BACKGROUND CHECK:**

Must be able to pass a thorough pre-employment background investigation.  
Must be able to pass a pre-employment drug screening.  
Requires successful completion of a background investigation that includes a fingerprint based criminal history search.  
Must not have been convicted of a felony or a crime involving moral turpitude, dishonesty or ever been disbarred by any jurisdiction to retain office.

**DISCLAIMER:**

Employment in this position is at will, which means that employment may be terminated at any time by the employer or employee without cause or notice.  
The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature