



Vacancy Announcement

Tribal Courts

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ www.puebloofacoma.org

JOB TITLE: Chief Judge (Full-Time w/Benefits)

PAY RATE: \$DOE

OPENING DATE: March 19, 2024

CLOSING DATE: Open Until Filled

POSITION PURPOSE

The Chief Judge is responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the Pueblo of Acoma Tribal Courts pursuant to Acoma Laws, customs and traditions, ordinances, regulations, duly adopted policies, and applicable federal and local laws. The Chief Judge is responsible for protecting and enhancing the Pueblo's sovereignty and must conduct himself/herself according to the highest level of moral and ethical standards. Responsibilities may also include the administrative operations of the Acoma Tribal Court and supervision of its employees, including case management and timeliness of judgments and orders.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Shall hear and determine all matters fully and regularly filed in the Acoma Tribal Courts.
2. Presides over criminal and civil cases properly and regularly filed in the Acoma Tribal Courts; uses the New Mexico rules of criminal and civil procedures as a guideline when Pueblo of Acoma Law or Procedure do not apply.
3. Examines testimony and evidence for compliance and enforcement of the Pueblo of Acoma Laws.
4. Listens to presentation of case, rules on admissibility of evidence, and methods of conducting testimony, and settles disputes between opposing parties.
5. Passes legal and written judgments from the Pueblo of Acoma Laws on defendants and determines the appropriate sentence and applicable fines for the offense committed.
6. Research issues, case law, traditional law, and render decisions, fairly, timely, equally, and legally.
7. Shall prepare written orders based upon the facts, law, and precedence of the case in a timely manner.
8. Entertains and reviews for procedural content all pleadings from outside jurisdictions and where necessary, holds hearings on such pleadings such as bench warrants, requests for search warrants, extradition proceedings, etc.
9. Administer fines, penalties, dismissals, and/or sentences as appropriate.
10. Counsels and advises tribal members on all legal matters in relation to the Pueblo of Acoma Laws and makes appropriate referrals for tribal members to fully understand and utilize the Pueblo of Acoma Laws for their protective rights as tribal members.
11. Requests reports of follow-up on probationers for complete adherence to conditions of their probation.
12. Drafts orders, motions, opinions, to other pleadings as required by each case.
13. Approves bench warrants, arrest warrants, early releases, and furloughs.
14. Works administratively with the Court Administrator and Court Staff establishing goals, objectives, and priorities for the judges and attorneys.
15. Report and make recommendations to the Tribal Council for improvements, revisions, or additions to the Acoma Laws where standard procedures have not been detailed, expanded, or established.
16. Provide judicial training to the Pueblo.
17. Maintains documentation and confidentiality of all privileged information.
18. Participates in and demonstrates leadership while attending staff development and training programs.
19. Updates professional knowledge by conducting research, reviewing case histories and rulings; attending seminars, educational workshops, classes, and conferences; conferring with representative of contracting agencies and related organizations.
20. Contributes to a team effort and accomplished related results as required.
21. Performs other duties as required.

MINIMUM QUALIFICATIONS

- Experience:
- Experience and/or practice in the field of Indian law and demonstrated experience with the concepts of federal Indian law.
 - Experience as a Tribal Judge in a Tribal Justice system exercising both criminal and civil jurisdiction.
- AND
- Education:
- Juris Doctorate from an ABA accredited law school
- AND
- Other:
- A current licensed attorney and a member in good standing of the bar of any state in the United States.

PREFERRED QUALIFICATIONS

- Experience with Tribal law and principles of tribal sovereignty and jurisdiction.
- Keres speaking

MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Knowledge of the Pueblo's traditional form of government, culture, and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge and application of the laws, rules, regulations, and ordinances in effect on the Pueblo of Acoma, including Indian Civil Rights Act (ICRA), and the Indian Child Welfare Act (ICWA).
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to decide matters of law in an impartial manner.
- Ability to demonstrate cultural awareness of and sensitivity of the Pueblo of Acoma customs, traditions, religious beliefs, and way of life.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to work independently, manage priorities, and workflow.
- Ability to demonstrate moral character, honesty tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate excellence in everything and continually seek improvement in results.
- Ability to prepare accurate, complete, and legible reports and present detailed, accurate and objective oral presentations in response to questions.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as Power Point).
- Skill in working effectively under pressure.
- Skill in gathering, analyzing, and organizing, information.
- Skill in preparing, reviewing, analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

PREFERENCES IN EMPLOYMENT

It is the policy of the Pueblo of Acoma to give preference to any qualified Acoma tribal member, members of other federally recognized Indian tribes/nations, and veterans.

The application of Employment Preference is not automatic. Applicants requesting consideration for Preference must provide valid Tribal enrollment documents or official verifying documents from federally recognized Indian tribe/nation or Certificate of Release or Discharge from Active Duty – Form DD214.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Must not have been convicted of a felony or a crime involving moral turpitude, dishonesty, or even been disbarred by any jurisdiction. Candidates must be able to successfully pass all required background checks to qualify for this position.
Driver Check:	Current valid New Mexico Driver's License and must be insurable through Tribal Automotive Insurance Carrier.
Drug/Alcohol screening:	All applicants must successfully pass a pre-employment drug/alcohol screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0462024

Pueblo of Acoma is a Drug and Alcohol Free Workplace.