

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

POSITION: Associate Judge

STATUS: Regular/Full-Time

PROGRAM: Tribal Court

WAGE: (DOE)

DEPARTMENT: Judicial Branch

LOCATION: Fort Belknap Agency

Supervision Received: Incumbent will work under the general supervision of the Chief Judge.

Supervision Exercised: None

General Description of Duties: Incumbent serves as hearing judge for the Fort Belknap Indian Community tribal court, in accordance with the Fort Belknap Indian Community Tribal Law and Order Code. The appointment and term of the Associate Judge is set forth in the Tribal Code. Judges serve by appointment of the Fort Belknap Indian Community Council.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:

1. Preside over cases brought before the court including bench or jury trials, including, but not limited to all civil and criminal cases, traffic and juvenile cases/reviews; trials, civil hearings; arraignments, joint and separate trials, dismissal, other preliminary matters; maintenance of an ongoing referral system for offenders including completion or default of court ordered treatment, where appropriate.
2. Determines the meaning, interpretation, and application of the Fort Belknap Indian Community Constitution and laws and, where appropriate, other authorities, as applicable in specific cases.
3. Preside over jury selection and seating.
4. Issues subpoenas compelling the attendance of witnesses at proceedings.
5. Issues search warrants and warrants to apprehend pursuant to the Tribe's rules governing criminal procedure.
6. Determines the amount of bail to be posted.
7. Issues any order or writ necessary and proper to the complete exercise of the powers and the general authority of the court, including those necessary to compel compliance with orders of the court and to punish persons for failure to comply.
8. Conducts legal research and writing in a timely manner.
9. Maintain decorum and integrity of the tribal Court.
10. Performs other duties as assigned consistent with the position of an associate judge.

Knowledge, Skills and Abilities:

- Knowledge of the Fort Belknap Indian Community, federal, state and local laws and regulations, traffic, and civil codes.
- Knowledge and understanding of courtroom procedures.
- Skill in understanding and interpreting complex statutes, ordinances, regulations and standards.

- Skill in making intelligent and effective decisions in routine and emergency situations.
- Skill in communicating efficiently and effectively both verbally and in writing.
- Skills in mathematics to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, including ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in legal, mathematical diagram form and deal with several abstract and concrete variables.
- Ability to maintain confidences and professionalism required of the position.
- Ability to apply laws to facts and decide cases in fair and reasonable manner.
- Must have excellent written and oral communication skills, with experience in writing a variety of court related documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- Ability to communicate verbally and in writing.
- Ability to travel, work extended hours and various work schedules.
- Ability to respond to community issues and concerns with a high level of sensitivity
- Ability to rapidly adjust to varying work schedules and psychological and physical stress of work.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Minimum Qualifications:

- Be a member of a federally recognized Indian Tribe.
- Be at least 30 years of age.
- Possess a high school diploma or its equivalent.
- Never been convicted of a felony crime.
- Have not been convicted of a misdemeanor crime within a one (1) year period immediately before appointment.
- Have not received a dishonorable discharge from the Armed Forces of the United States.
- Have not be removed or disbarred from any court of any jurisdiction.
- Have successfully completed an examination covering the Constitution and By-Laws, Corporate Charter, Laws of the Fort Belknap Indian Community, the judicial system and law enforcement, to be administered by the Fort Belknap Indian Community Council within 3 months of being hired.
- Have successfully completed training for the position as a judge upon hire.
- Have at least 3 years' experience with courts of jurisdiction and the interpretation, application and enforcement of laws; or equivalent combination of education and experience. Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).
- Must possess valid MT driver's license, or obtain one within 3 months of being hired if license is from another state.
- No DUIs or major traffic offenses within the past three (3) years.

- Must be able to pass a background check.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to sit. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

Immigration Reform and Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

How to Apply: *Submit complete application & resume to:*

Human Resources Department
Fort Belknap Indian Community
656 Agency Main Street
Harlem, MT 59526

Revised 3/10/2020

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