



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Chief Judge

OPEN: April 13, 2018

EXEMPT: Yes

SALARY LEVEL: DOE

LOCATION: Lummi Tribal Court/Admin. Bldg.

SHIFT: Day

(On Call 24 Hrs Day/365 Day Per Yr)

DURATION: LIBC Appointment

CLOSE: July 6, 2018

JOB CODE:

DIVISION: Policy

DEPARTMENT: Tribal Court

SUPERVISOR: Vice-Chairperson

VACANCIES: 1

JOB SUMMARY: The Chief Judge has a primary responsibility to the Lummi People of the Lummi Nation. It is the mission of the Lummi Indian Business Council (LIBC) to "Preserve, Promote, and Protect our Sche Lang En (Our way of Life)." The Chief Judge shall uphold the mission of the LIBC and shall be responsible for the administration of justice by the Lummi Tribal Court and shall fairly and impartially hear and decide cases and matters within the jurisdiction of the Court. The Chief Judge is a regular full-time, exempt position, appointed by the LIBC as described in Chapter 1.03 of the Lummi Code of Laws (LCL). The Chief Judge shall only supervise the Clerk of the Courts, unless the Vice-Chairperson has delegated additional supervisory responsibilities in writing. The Chief Judge shall be responsible for ensuring that the Associate Judges and Pro Tem Judges serving by his/her selection are qualified and competent to hear any cases that may come before them and ensure the disposal of all cases in a timely manner. The Chief Judge shall make quarterly reports to the Law & Justice Commission. The performance of the Chief Judge shall be evaluated annually by the Law & Justice Commission in accordance with the Human Resources Personnel Policy Manual for the LIBC. The Chief Judge shall be administratively supervised and evaluated annually by the LIBC Office of the Vice-Chairperson. The duration of appointment; job summary; essential job duties and responsibilities; knowledge, ability, and skills; and minimum qualifications are subject to change.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: include the following:

1. Fairly and impartially hear and decide judicial matters within the jurisdiction of Lummi Tribal Court, pursuant to the Lummi Constitution, Lummi Code of Laws, and the policies and procedures of the Lummi Tribal Court, while incorporating Lummi Nation traditions and culture, and adheres, at a minimum, to the American Bar Association Judicial Rules of Conduct (LCL 1.04.070).
2. Hear and render decisions for all types of cases including, but not limited to: criminal, traffic, civil, juvenile, and child welfare cases.
3. Issue written decisions when practicable or for precedential value.
4. Review case files and pleadings; preside at pre-conferences, hearings, and trials; conduct legal research and write decisions; and issue search and seizure warrants, arrest warrants, and court orders including orders of protection.
5. Supervise and oversee the Clerk of the Courts, including the assignment of cases, timeliness of decision, and ensure maintenance of court records and the court library.

6. Ensure the availability of a Judge by phone, 24 hours per day, 365 days per year, to hear requests for extradition, emergency child placement, search and bench warrants, probable cause hearing on Sunday mornings, issue Release on Recognizance (ROR) orders, and other orders of an immediate nature.
7. The Chief Judge of the Tribal Court shall be responsible for selecting an Associate Judge and Pro Tem Judges, for case assignments and to preside on court calendar days in the absence of the Chief Judge, from a list of qualified judges approved by the LIBC. The Chief Judge of the Tribal Court is responsible for ensuring that the Judges serving by his/her selection are qualified and competent to hear any case that may come before them (LCL 1.03.020).
8. Works collaboratively on the development of alternative dispositions for juvenile cases, and on the development of court rules and procedures.
9. Establish and maintain contacts within and outside the jurisdiction to explain the role of the Tribal Court in the administration of justice, implementation of tribal justice programs, and to provide information on the importance of tribal court judicial systems. Become active in legal community activities for the betterment of the justice system and to develop mutual respect and understanding between the tribal judicial system and state and federal judicial systems.
10. Make quarterly reports to the Law & Justice Commission and Vice-Chairperson of the Lummi Nation about activities of the court, ongoing projects, caseloads, and make recommendations as necessary regarding court improvement and code improvement including court efforts to integrate and adopt restorative justice concepts into the Tribal Court system.
11. Attend meetings, provide reports and/or make presentations as directed by the Office of the Vice-Chairperson, including but not limited to General Council meetings, Community Forums, Public Hearings, Listening Sessions, and the Law & Justice Commission Annual Meeting.
12. Be responsible for hiring the Clerk of the Courts and Court Clerk Assistant. Any other involvement of hiring judicial/court staff will be at the discretion of the Office of Vice-Chairperson.
13. Other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Possess substantial and demonstrated legal knowledge and experience in Lummi Tribal law and Indian law.
- Knowledge of Tribal, Federal, and State laws, and Tribal Court legal processes. Knowledge of tribal codes, traditions, and customs.
- Knowledge of legal practices and standards, and court procedures.
- Experience that demonstrates the ability to make judgments in an independent, responsible, and impartial manner as required.
- Be fully conversant in the complexities of criminal and civil law in general; and in the complexities of both statutory and case law of Federal Indian Law in particular.
- Experience and or knowledge of the laws related to Indian Child Welfare, and familiarity with the Tribal Law and Order Act.
- Possess strong management and supervisory skills.
- Possess excellent decision-making capabilities and dispute resolution skills, including the ability to deal well with emotionally charged and/or adversarial situations.
- Possess excellent communication and presentation skills with the ability to interpret and provide verbal and written instructions to subordinates and to communicate effectively with court professionals, persons appearing before the court, peers, and the general public.

- Willing to learn and have an appreciation for the uniqueness of the Lummi community and how spiritual activities and reliance on limited fishing seasons for support of family should be taken into consideration, when appropriate for scheduling court hearings and other court related matters.
- Possess professional level writing skills and working knowledge of Microsoft Office and internet software to produce clear and concise decisions and opinions, court orders, policies, procedures, reports, and similar documents.
- Ability to professionally represent the Lummi Nation when attending court related meetings, or at consultations and conferences.
- Possess a good understanding of the needs and vision of the Lummi Nation and be able to tactfully handle culturally sensitive issues.
- Ability to work effectively with Tribal officials, Tribal members, staff, industry professionals, and the general public.
- Possess pleasant and respectful judicial demeanor.
- Familiarity with therapeutic jurisprudence concepts necessary to implement the Healing the Wellness Adult Drug Court.
- Possess high moral character and physically and emotionally capable of performing the job responsibilities.
- Ability to maintain strict confidentiality at all times.

MINIMUM QUALIFICATIONS:

- Be a member of the Lummi Nation Bar or ability to pass the examination in 90 days.
- Must meet or exceed the American Bar Association Judicial Rules of Conduct.
- Juris Doctor (JD) degree from an accredited law school approved by the American Bar Association.
- Licensed member of bar in good standing in any state, preferably with Washington State.
- Licensed attorney with a minimum of three (3) years experience as a practicing attorney.
- Must be at least twenty-five (25) years of age.
- Minimum of three (3) years of experience working in or with Native American communities.
- Minimum of three (3) years of experience in the field of Indian Law with knowledge of sovereignty issues.
- Lummi/Native American/Veteran preference policy applies.

REQUIREMENTS:

- This position requires regular contact with or control over Indian children and is therefore subject to an extensive criminal background check and a CAMIS check. To be eligible to serve as a Judge, a person must never have been convicted of or found guilty of a tribal offense that would be a felony in another jurisdiction, or federal or state felony, or within one (1) year past, of a misdemeanor involving moral turpitude, and none pending.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug and Alcohol Free Workplace Policy.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) Application: go to: <http://goo.gl/Bu5Vuv>
For more information contact the HR Front Desk (360) 312-2023. Please submit an LIBC

application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.