

MENOMINEE INDIAN TRIBE OF WISCONSIN

Human Resource Department

LOWER COURT JUDGE

TRIBAL COURTS

Class Description # 1719

Grade

Last Revised: 4/30/2018

1st Posting

Status: Appointed

Date Posted 3/4/2019

Closing Date: 4/3/2019

Minimum Pay Rate \$TBD

1st Posting are 5 days and are limited to any enrolled Menominee member.

GENERAL DESCRIPTION OF DUTIES

Pursuant to the Menominee Constitution and Bylaws, Article V, Section 2(c), this appointment is for a term of three (3) years from the date of appointment by the Tribal Legislature.

Under the general supervision of the Chief Justice, the purpose of the position is the adjudication of cases in the Tribal Court and may be called upon to serve as Justice on the Supreme Court.

EXAMPLES OF ESSENTIAL FUNCTIONS

Arbitrates disputes, instructs juries, litigants or court personnel and administers judicial process.

Examines evidence in criminal cases to determine if evidence will support charges.

Listens to presentations of cases, determines admissibility of evidence and methods of conducting testimony.

Decides cases, writes decisions and drafts other court documents.

Instructs juries on applicable laws and directs juries to decide from evidence presented.

Sentences defendants in criminal cases (including convictions by a jury) in accordance with Tribal Codes and Ordinances.

Issues or directs issuance of court documents, subpoenas, warrants, summons, writs judgments, decrees, and other legal documents relating to the Tribal Judiciary.

Keeps abreast of current codes and ordinances and is able to interpret said provisions.

Participates in relevant seminars and workshops pertaining to law and judicial operations.

Performs wedding ceremonies.

In the absence of the Clerk of Court, may perform the Clerk's duties and may receive cash bail or bonds whenever the Clerk or authorized person is not available.

Must adhere to the Judicial Rules of Ethics.

Performs other related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

(a)To hold the office of the Tribal Judge, a person shall be a member of the Tribe, a resident on the Reservation during his / her term of office, at least thirty-five (35) years of age, having a minimum education of a high school graduate or a General Education Diploma (G.E.D.), and shall demonstrate fitness and competency for the office by taking appropriate examinations, relevant to demonstrate competence for the office of Tribal Judge.

(b)No person shall be eligible to be appointed to the office of Tribal Judge who has been convicted of a major crime as defined in Bylaw V of this Constitution and Bylaws, unless the Tribal Judiciary, in accordance with such rules as it may establish, certifies that the person in question is rehabilitated. Such certificate of rehabilitation shall be based upon the person's record of behavior since the conviction. No Tribal Judge who is convicted of a major crime as defined in Bylaw V of this Constitution and Bylaws shall continue to hold office.

SPECIAL REQUIREMENTS

PERFORMANCE APTITUDES

Requires the ability to perform upper level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery, tools, and/or materials used in performing essential functions.

Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

BEHAVIORAL EXPECTATIONS

All judges of the Courts of the Menominee Indian Tribe shall conform their conduct to the Code of Judicial Conduct as adopted by the American Bar Association.