
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913*



JOB DESCRIPTION

REPOSTED: JUNE 2, 2017 DEADLINE: UNTIL FILLED

POSITION: Associate Tribal Court Judge
DEPARTMENT: LVD Tribal Court
SUPERVISOR: Tribal Court Chief Judge
LOCATION: Lac Vieux Desert Tribal Court, Watersmeet, Michigan
EMPLOYMENT: As Assigned and Needed/Case by Case
SALARY/PAY RATE: TBA

DESCRIPTION:

The Associate Tribal Court Judge will hear cases as assigned by the Chief Judge, and as needed whenever the Chief Judge is absent or otherwise unavailable, and in the event of the Chief Judge's recusal.

RESPONSIBILITIES:

- Preside over cases to their completion, from initial hearing through disposition/sentencing, as assigned by the Chief Judge or in the absence, unavailability, or recusal of the Chief Judge.
- Determine fines and bonds pursuant to law.
- Authorize criminal complaints.
- Conduct preliminary hearings, adjudication hearings, disposition hearings and disposition review hearings, and all other hearings involving allegations of child abuse and neglect.
- Conduct emancipation hearings and adoption hearings.
- Perform marriage ceremonies and certify traditional marriages.

- Appoint guardians for incompetents and minors.
- Issue personal protection orders for domestic violence or stalking.
- Determine the release of adoption records.
- Conduct preliminary hearings, detention hearings, adjudication hearings, disposition hearings, review hearings, including probation violation hearings, and all other hearings regarding allegations of juvenile delinquent offenses and juvenile status offenses.
- Oversee the remedies enforcement for violations of Tribal law.
- Issue search and arrest warrants.
- Perform arraignments, trials and sentencing for criminal offenses.
- Shall have all responsibilities inherent in the position of judge.
- Preside over any civil cases and civil remedial forfeiture hearings.
- Hear landlord-tenant disputes and property foreclosures.
- Determine the validity of foreign court orders and the full faith and credit recognition of such orders.
- Order garnishments as appropriate.
- Preside over divorce, custody, and child support enforcement and visitation matters.
- Preside over any other hearings pursuant to the jurisdiction granted by Tribal law.
- Update Chief Judge when necessary regarding the procedural posture and anticipated progress of cases.
- Confer with Chief Judge and other Associate Judge(s) when necessary regarding status and interpretation of the law.
- Work closely with court personnel regarding court business in the cases over which presiding.
- Ensure the implementation and enforcement of the laws of the Tribe.
- Work with other Tribal Departments as necessary.
- Other duties as directed or assigned by the Chief Judge.
- Duties responsibilities, requirements, and expectations pertaining to this job are subject to change as needed.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Travel within the local area is regularly required.
 - Travel outside the state is infrequently required.
 - Periods requiring travel are generally less than one (1) week. (This would normally be pursuant to any training as assigned.)

MINIMUM QUALIFICATIONS:

- A Lac Vieux Desert Tribal Member twenty-five (25) years or older or an attorney licensed to practice before the courts of a state in the United States.

- **PREFERRED QUALIFICATIONS:**

- Minimum of five (5) years' experience in the practice of Indian Law and/or working with tribal communities, is preferable but not required.
- Three (3) years of experience in legal practice, is preferable but not required.
- Licensure or ability to be licensed by a state bar. Applicants will be required to submit proof of licensure or ability.
- Use Microsoft Windows operating system, Microsoft Office Suite, and other computer software.
- General proficiency in computers as detailed in the Additional Functions and Tasks section of this document.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Exceptional detail and follow-up.
- Ability to effectively establish priorities and meet deadlines.
- Ability to quickly evaluate alternatives and decide on a plan of action.
- Ability to read and write legibly.
- Advanced knowledge of substantive and procedural law.
- Supervisory skills.
- Has not been convicted, within ten (10) years of appointment to the position, of a felony, unless such offense is demonstrated to the satisfaction of the Tribal Council to be related to an assertion of a treaty protected right.
- Must have a valid Driver's License and be insurable by the LVD insurance carrier.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Approved by Tribal Council: April 19, 2017