



# UTE INDIAN TRIBE

Fort Duchesne, Utah

Department: Tribal Courts

Position: Chief Judge

Salary: To Be Negotiated

## JOB DESCRIPTION – Chief Judge of the Ute Tribal Court

The Ute Indian Tribe of the Uintah and Ouray Reservation is seeking applicants for the position of Chief Judge of the Ute Tribal Court. Interested applicants should apply as set forth below.

**POSITION:** The Chief Judge is a full-time salaried position with a minimum 32-hour work week, Monday through Thursday, between 8:00 AM to 4:30 PM, with the understanding that the employee may be required to work extended hours, including weekends/holidays as a salaried employee of the Tribe. The successful applicant must be dependable, reliable, responsible, and able to fulfill obligations in a judicial manner. This is a *tribally-funded* position.

**GENERAL DESCRIPTION:** The Chief Judge oversees the administration of the Judicial Branch, which includes the management of all tribal court operations, budget planning and submittal, maintenance of records and case files. Ensure financial accountability regarding collection of all court fines/fees. The applicant must be willing to work within an environment conducive to the position's location and purpose.

**SUPERVISION:** The Chief Judge works directly under the general supervision of Ute Tribal Business Committee. The Chief Judge will provide supervision over all Court Staff, including Judges, within the Tribal Court System.

**RESPONSIBILITIES:** Duties include but are not limited to the following:

- Provide supervision over all aspects of judicial administration in the Ute Tribe Court, including supervision and review of court staff and judges within the Tribal Court including the Appellate Court Judges.
- Preside over court cases, including Civil, Criminal, Traffic, Probate, and Juvenile cases; Trials, Civil hearings; Arraignments, Joint & Separate.
- Issues warrants of arrest, bench warrants, search warrants, subpoenas, court orders, writs, and other legal documents necessary to exercise the jurisdiction of the Court.
- Report annually to the Ute Tribal Business Committee on the status, progress and development, and the day to day business conducted by the Courts of the Tribe.
- Assign various cases to the Associate Judges or otherwise administer justice and discharge all duties imposed upon them by law in a judicial nature.
- Attend judicial training sessions as required through the National American Indian Court Judges Association and conduct training for court staff and public agencies.

**MINIMUM QUALIFICATIONS:** Knowledge, Abilities and Skills:

- Knowledge of Federal Indian Law with emphasis on issues of tribal sovereignty and government, including the Indian Civil Rights Act and PL 638 contracts and grants.
- Knowledge of the general rules governing the interpretation of laws and the established administrative procedures of the Office of the Judiciary;
- Knowledge of the laws and policies of the Ute Indian Tribe including rules of procedure.
- Knowledge of the Ute customs and traditions and history of the Ute Tribe.
- Possess excellent verbal and written communications skills and ability to maintain a positive, non-adversarial working environment.

**EDUCATION & EXPERIENCE**

- J.D. from an ABA accredited law school or equivalent of ten (10) years' experience in the field of the judiciary. Minimum two (2) years' experience in the judicial administration of courts.
- Utah State Licensed Attorney or eligible.
- No felony convictions or misdemeanor convictions in the past year.
- Valid driver's license with the ability to obtain a Utah driver's license.
- Ability to speak and understand the Ute Indian language preferred.
- Preference for members of federally recognized tribes.

**HOW TO APPLY**

Complete a Tribal Application Form which can be found on our website: [www.UTETRIBE.com](http://www.UTETRIBE.com). For questions or concerns, contact our office at (435) 725-4009. Applicants should mail a completed Tribal Application Form, cover letter, and resume to:

**Ute Indian Tribe  
ATTN: Human Resources  
RE: Chief Judge  
P.O. Box 190  
Fort Duchesne, UT 84026**

- The Ute Indian Tribe practices TRIBAL PREFERENCE in accordance with the Indian Preference Act, Indian Civil Rights Act and Indian Self Determination Act.
- Employees must clear a Background Check in compliance with the Indian Child Protection and Family Violence Prevention Act.
- Employees must clear pre-employment alcohol/drug screenings in compliance with the Ute Tribe Substance Abuse Policy.
- Employees must successfully complete a three (3) month's probationary period in accordance with the Ute Tribe Personnel Manual.