



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Chief Judge
SALARY: DOE

LOCATION: Pueblo de San Ildefonso Tribal Court

Job Summary

The Chief Judge presides over the Pueblo de San Ildefonso Trial Court and is responsible for the overall administration and operation of the Trial Court. The Chief Judge is responsible for the fair and impartial hearing of and deciding of cases and matters within the jurisdiction of the Trial Court pursuant to the Pueblo de San Ildefonso Governing Agreement, the Judicial Act of 2012, the Pueblo de San Ildefonso Civil and Criminal Code, regulations and applicable federal law. The Chief Judge is responsible for protecting and enhancing the sovereignty of the Pueblo de San Ildefonso. The Chief Judge communicates with Council and the office of the Governor regarding the administration of the Court, program goals, funding, strategic development and issues of importance to the Pueblo de San Ildefonso and the Trial Court. The Chief Judge is responsible, along with the Pueblo de San Ildefonso Supreme Court, for planning, coordinating, maintaining and enhancing the judicial services provided to the community, and represents the Pueblo de San Ildefonso Trial Court before local, state and federal agencies, national and local judicial organizations and at meetings as appropriate. As a representative of the Pueblo de San Ildefonso, the Chief Judge must conduct himself/herself according to the highest ethical standards.

Supervision and Guidelines

The Chief Judge and his staff function independently of the Council and the Governor when presiding over court cases. The Chief Judge prepares semi-annual reports to the Governor and Tribal Council on Trial Court and in all respects must comply with the requirements of the Pueblo de San Ildefonso Judicial Act of 2012.

The Chief Judge presides over all cases within the court's jurisdiction, including criminal, civil, traffic, domestic relations, juvenile, child welfare, property, repossessions, extraditions, and probate cases, and other matters arising under the Pueblo de San Ildefonso Civil and Criminal Code. The Chief Judge interprets and enforces the laws and regulations of the Pueblo de San Ildefonso and such other laws as may be applicable; issues orders, writs, subpoenas, warrants, commitments and other court documents; imposes sentences, fines and other dispositions; maintains an on-going referral system for offenders including completion or default of court-ordered treatments; ensures financial accountability regarding collection of all court fines/fees and the Trial Court budget; and supervises Trial Court staff.

Minimum Qualifications

Must be a licensed attorney. Must be at least 30 years of age. Must be an enrolled member of a federally recognized tribe. Must not have any felony conviction in any jurisdiction. Must clear pre-employment background check and drug screen. Must not have ever been disbarred by any jurisdiction. Must be able to perform the responsibilities of the position in accordance with judicial and/or ethical standards. Must have five (5) years of general judicial experience including experience with Court procedures. Must have considerable knowledge of Federal Indian Law with emphasis on issues of tribal sovereignty and tribal government. Must have excellent communication skills, both written and verbal. Must be able to write clear and reasoned court orders and decisions. Must be able to perform quality work under pressure, meet deadlines and maintain confidentiality.

Additional Qualifications

Judicial administration experience also preferred. Experience and/or practice in field of Indian Law with emphasis on federal Indian law, tribal law, tribal sovereignty, tribal government and jurisdiction. Familiarity with monitoring P.L. 93-638 contracts, and applying for and monitoring state and federal grants.