

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail melanie.piedalue@cskt.org**

******VACANCY ANNOUNCEMENT****
Re-advertised due to amended qualifications**

TITLE: Attorney Associate Judge, 3 year term
LOCATION: Tribal Court
SALARY: \$46.24 - \$60.06 per hour, plus benefits, May be employed under contract
CLOSING DATE: Thursday, May 30, 2024 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is by appointment of a majority of a quorum of the Tribal Council for a term consistent with Section 1-2-202 of the CSKT Laws Codified. The terms of employment are provided by contract between the Tribes and the judge. This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six month probationary period.**

DUTIES:

It is the primary duty of an Associate Judge to preside over and to adjudicate criminal and civil cases within the jurisdiction of the Tribal Court which have been assigned by the Chief Judge. It is the duty of an Associate Judge to issue the various Court Orders, Decrees, and Judgments necessary in the adjudication of cases over which he or she presides. It is also the duty of an Associate Judge to participate in judicial and legal training to perform other judicial duties assigned by the Chief Judge:

An Associate Judge is under the immediate supervision of the Chief Judge who will assign cases and other judicial duties and determine the hours to be worked according to the needs of the Court. In adjudicating cases, the presiding judge bears the sole responsibility for fair and impartial judicial decision making consistent with applicable law and the principles of equity. Supervision by the Chief Judge extends only to Court administration and does not enter into the judicial decision making process. An Associate Judge has no supervisory role with regard to other Court staff members.

In dealing with others out of Court, all judges must always act in a manner which will preserve the dignity of the Court and maintain the ability to fairly and impartially decide matters brought before

the Court. All judges must avoid situations which may lead to ex parte communications or which may give the appearance of being ex parte communications. All judges shall protect and preserve the high standards of the Tribal judiciary and shall abide by the Model Canons of Judicial Ethics of the American Bar Association. No Judge shall be qualified to preside in any case where she or he has any direct, personal interest or where he or she is prejudiced for or against any of the parties in the action. Nor shall any Judge be qualified to act in any case where any relative by marriage or blood in the first or second degree is a party unless all parties to the action agree to accept that judge.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must be a member of the Confederated Salish and Kootenai Tribes or a First Generation Descendent of the Confederated Salish and Kootenai Tribes, at least 21 years of age and of high moral character and reputation.
- Must have a juris doctorate and be a member in good standing, or eligible to be licensed within one year of acceptance of the position, before the Montana State Bar Association and must not have any disciplinary proceedings by any bar association.
- Must never have been convicted of a felony, nor been convicted of a misdemeanor (except for minor traffic violations) within the year preceding appointment, nor have a criminal action pending against him or her at the time of appointment.
- Must have at least 4 years of direct work experience in a law related area.
- Must have a working knowledge of Tribal law, Federal Indian Law, applicable State Law, and general legal principles.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Brad Pluff at Tribal Court (406) 675-2700 Ext. #1115