

## **LOWER BRULE SIOUX TRIBE JOB DESCRIPTION**

**JOB TITLE:** Chief Judge

**JOB CLASS:** Level VIII

**JOB SUMMARY:** Works independently, but relies on regular meetings with the Law and Order Committee of the Lower Brule Sioux Tribe to ascertain if the judicial system is viable and responsive. Works closely with the superintendent, Lower Brule Agency to insure contract compliance. Contacts are with Tribal Officials and Staff, BIA personnel, Law Enforcement Services, Area Judicial Officer, outside Tribal Court Systems and the General Public. To establish effective Tribal Judicial Services Program, having a direct impact on the personal and socioeconomic welfare, safety and security of individual Indians and the Indian community. The overall effect will be a fair and impartial Judicial Services Program, responsive to the needs of the community.

### **Illustrative Duties**

- Responsible for overall administration of the Tribal Court System. Responsible for plans, organizes, directs and controls the operation of the Judicial Services Programs on the Lower Brule Sioux Indian Reservation.
- Responsible for establishing court procedures for day-to-day operation of the Court. Provides guidance to court personnel regarding required documents, warrants, complaints, summons, court disposition, etc.
- Responsible for sitting in Judgment of more complex cases and rendering decisions according to established legal guidelines, precedents, and in accordance with Tribal Law and Customs.
- Reviews Tribal Code, court Correspondence and prepares changes, to civil and criminal Codes and procedures for presentation to Tribal governing body. Provides administrative direction to the prosecutor to insure that cases are prepared for court. If need be, disqualifies self and turns cases over to the Associate Judge
- Reviews training of Court personnel periodically, provides training where applicable, and recommends training where none is available locally. Insures that court personnel are properly trained and are aware of changes affecting the Court System. Works closely, with and meets often with the Superintendent, Lower Brule Agency to insure that the Court System is viable and meets the needs of the people and to insure full Contract compliance
- Works closely with the Law and Order committee, Lower Brule Sioux Tribe, to provide information, guidance for improvement of the Tribal Justice system. Will be on site five (5) days per week

**Qualifications**

- Must be Law trained and possess Juris Doctorate, or LLB from accredited law school
- Knowledge of Judicial System, gained through formal training and experience
- Knowledge of Indian Culture, past development of Bureaucratic systems affecting the Tribe's development of the Tribal Judicial Process
- Knowledge of all Federal, State, local and Tribal Criminal and Civil conservation Laws, Codes, Rules, and regulations and ordinances and their respective jurisdictions, as well as the ability to interpret and modify them as applicable
- Must be able to hear and decide cases and enter judgment or orders disposing each case
- Ability to use mature Judgment, tact, logic, rationality and foresight in making decision
- Ability to write clear and concise legal reports and decisions
- Must be able to administer justice and discharge all duties imposed on him/her by law and shall hear and decide cases and enter judgment or orders disposing each