



St. Croix Tribal Court Employee Job Description		
Position Title: Tribal Chief Judge		
Position ID #		
Facility: Justice Center		
Job Family:	Comp Grade:	Status: Full Time

Position Summary:

The Chief Judge will be responsible for fairly and impartially hearing and deciding judicial matters within the jurisdiction of the St. Croix Chippewa Tribal Court while directing and coordinating judicial operations for all the Tribal Court Staff under the supervision of Tribal Council. Position may be part-time or full-time depending on funding.

Essential Functions:

- Attend scheduled court hearings.
- Draft court orders or approve drafts submitted by party attorney's or staff attorney.
- Draft or approve tribal court documents and templates.
- Supervise tribal court staff.
- Assist in applying for tribal court funding opportunities and implementation if awarded.
- [Monitor and report on tribal court finances.](#)
- Complete yearly judicial trainings.

Tribal Chief Judge Job Duties:

- Provide a full range of judicial services while presiding over and determining all types of cases filed in the Tribal Court, including but not limited to small claims actions, foreign judgments, child welfare cases, general civil actions, and criminal domestic violence actions.
- Follow and ensure parties are following the St. Croix Tribal Court Rules of Civil Procedure, Appellate Code, and Rules of Evidence in the conduct of court hearings.
- Reference state and federal law in matters where tribal law has not been developed.
- Oversee the Associate Judge, Clerk of Court and other Tribal Court staff; monitor and administer Tribal court finances, including all Grant/Contract funding requirements and collection of all court fines/fees; maintain accurate records of Tribal Court cases and finances; submit quarterly and annual reports, as applicable, to: BIA (P.L. 93-638), Great

Lakes Indian Fish & Wildlife Commission, WI. Department of Natural Resources and other agencies.

- Monitor daily Tribal Court operations, including the facilitation and development of policy and procedure.
- Oversee and facilitate, as needed, alternate dispute resolution proceedings, including those involving traditional Ojibwe culture .
- Depending on experience, conduct legal research and writing, when necessary, for timely decisions and opinions in Tribal Court cases in accordance with the tribe's needs and tribal law and policy.
- Prepare and issue written orders, judgments, and perform any other judicial duties.
- Incorporate Ojibwe language, where practical.
- Report to the Tribal Council and navigate relationships with elected leadership while maintaining impartiality.
- Ensure legal services are provided in a timely manner.
- Maintain current, accurate, and complete records as required.

Supervisory Responsibilities:

Supervise Associate Judge, Court Clerk and other Tribal Court Staff

Directly Reporting to:

St. Croix Tribal Council

Matrix of INDIRECT Reporting

Collaborate with the Legal Department

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of government operations and practices.

Physical Demands/Environment Factors:

- Typical office environment.
- Requires extensive sitting with periodic standing and walking.
- Requires significant use of computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Needs ability to communicate effectively through reading, writing, and speaking in person or on the telephone.

- Travel off-site by air or vehicle .

Minimum Qualifications

- Proficiency in research and writing at a level typically gained through a combination of high school diploma and office experience.
- The ability to assess tribal court customer and business needs and formulate plan of action.
- The ability to identify potential issues and proactively contain and manage challenges.
- Requires intermediate level computer skills and ability to access information in meaningful ways or able to achieve such proficiency through training.
- Skilled in conflict resolution and team building.
- A demonstrated ability to work collaboratively with all levels of employees and managers.
- Effective verbal and written communication skills.
- Commitment to timeliness and attention to detail for acceptable customer service.
- Willingness to attend any necessary training.
- Must provide three (3) letters of reference
- Must pass a thorough background investigation
- Must have valid driver's license, vehicle insurance and good driving record and eligible to be insurable within the St. Croix Chippewa Property & Casualty Fleet requirements.
- Must either be a St. Croix Tribal Member, have 3 or more years' experience as Tribal Judge, or be a graduate from an ABA accredited law school.

Preferred Qualifications:

- Knowledge of Federal, state, and Tribal law, the Constitution and By-Laws of St. Croix Chippewa of Wisconsin, ordinances and codes, and all other laws of the St. Croix Chippewa Tribe.
- The ability to conduct legal research and write/interpret court opinions.
- Knowledge of courtroom procedures.
- Knowledge of Tribal Sovereignty, Ojibwe Treaty Rights, Federal Indian Law, and any amendments and any case law interpreting such acts.
- At least 35 years of age or older.
- Cannot have a felony conviction, unless pardoned.
- Some level of post-secondary education.
- Proof of graduation from an accredited law school.
- Experience and work at least 3 years in Native American Law, courts, or with tribes as a Trial Judge or administrative Law Judge or a civil hearing Officer.

- St. Croix Tribal Member preferred.
- Familiarity with the Indian Civil Rights Act; Courtroom procedures; trust responsibilities of Federal Government; civil and criminal law concepts, and the cultures, traditions and values of the St. Croix Chippewa Tribe.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.