

CHEYENNE RIVER SIOUX TRIBE
JUDICIAL DEPARTMENT
ASSOCIATE JUDGE

DESCRIPTION OF WORK

General Statement of Duties: The Associate Judge shall administer justice and discharge all duties imposed upon him/her by law and shall hear and decide matters of all judicial nature and enter judgments and orders disposing of such matters. The Judge may receive cash bail or bond whenever a clerk or other authorized person is not available.

Supervision Received: Works under the immediate supervision of the Chief Judge.

Supervision Exercised:

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for hearing all criminal court trials and arraignments, exercising discretion as to what plea to accept, imposing sentences by law and establishing bond as is just and which complies with the bond policies established by the codes and/or ordinances.

The Judge shall hear civil disputes and juvenile hearings in the absence of either judge or when otherwise directed by the Chief Judge.

Issues or directs issuance of court documents, subpoenas, warrants, summons, writs, judgments, decrees, and other legal documents relating to the courts.

Perform marriage ceremonies and solemnize marriages.

Administer oaths of office in all cases when a judge of the Tribal Court is permitted to act.

Take acknowledgements and depositions.

Appoints counsel where appropriate.

Takes all steps necessary to insure order in his/her court, compel obedience to his/her lawful orders, and to compel attendance of persons in a proceeding before him/her as provided by law.

Can hear and grant or deny all pre-trial motions in any criminal case where he/she determines that justice requires someone other than the trial judge hear the matter.

Provides guidance to support staff on legal and judiciary procedures as well as participates in administrative and policy and procedures discussions as requested.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of criminal law, the Tribal constitution, codes and ordinances, rules, precedents and relationships affecting jurisdiction. Must demonstrate fitness and competency for the appointment including familiarity with the Tribal Constitution, Code and Judiciary.

Education: Must be a law school graduate (Attach Juris Doctor/Jurisprudence, J.D.). Admission to a state bar required (Attach license to practice law); must be in "good standing" with that bar.

Experience: Must have ten (10) years of experience as an Attorney. Some litigation experience is preferred.

Special Requirements: The Associate Judge must be at least 25 years of age; preference may be given to an enrolled Cheyenne River Sioux Tribal member.

Must have a valid driver's license. Incumbent is subject to CRST Drug and Alcohol Testing Policy, subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR.

Must have never been convicted of any Tribal/local, Federal, or State felony offenses or convicted of a misdemeanor one (1) year prior to appointment.

Revised Date: 04.07.2016