



Associate Justice (Winnebago Supreme Court)

Reports to: Tribal Court Administrator

Effective: 10/16/23

Salary (Grade): Negotiable

Condition of Employment: 2-year appointment
(Part-time independent Contractor)

Location: Winnebago Tribal Court in Winnebago, Nebraska

Job Purpose & Position Overview

The Winnebago Supreme Court are courts of record, having civil and criminal jurisdiction over all causes of action under the jurisdiction of the Winnebago Tribe of Nebraska. Justices shall conduct hearings and issue all orders and papers incident thereto, in order to administer justice in all matters within the jurisdiction of the Court. Justices shall take an oath to support and protect the Constitution of the Winnebago Tribe and to administer justice in all causes coming before him/her with integrity and fairness, without regard to the persons before him/her.

Specific Job Duties/Responsibilities:

- Demonstrate the Winnebago Tribe's core mission, vision, and values.
- Hold Court and conduct hearings regularly at a designated time and place.
- Schedule appellate proceedings promptly upon filing of an appeal
- Prepare scheduling orders, organize briefs, and hear any motions needing to be determined before oral argument or final determination.
- Determine if a case requires oral argument or can be decided.
- Appear for oral arguments on any case requiring such.
- Hear and decide all cases properly brought before the court.
- Enter all appropriate orders and judgments.
- Keep all court and other records as may be required.
- Ensure to the greatest extent possible that non-lawyer participants understand and comply with the rules of the Winnebago Supreme Court with regards to an appeal
- Work with the Clerk of the Supreme Court to schedule proceedings and ensure that a proper record from the trial court is available, including transcripts of any necessary or requested trial court hearings.
- Comply with the Winnebago Code of Judicial Conduct and all other applicable tribal laws and rules.
- Be responsible for all of the Court's administration that do not fall under the purview of the Tribal Court Administrator, including but not limited to developing forms for self-represented litigants, developing court policy and local court rules, and representing the Court in external matters.
- These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Required Qualifications/Skills:

- At least ten (10) years' experience as a Tribal Judge or practicing Indian law preferred.
- Demonstrated knowledge of Tribal Federal Indian law and policy preferred.
- Extensive experience working in a tribal community preferred.
- Be an attorney or an Indian graduate of an American Bar Association approved law school.
- Demonstrate a moral integrity and fairness in his/her business, public and private life.



- Have no conviction of a felony, whether or not actually imprisoned.
- Have no convictions of any offense, except traffic offenses, for a period of two years preceding his/her appointment. The two-year period shall begin from the date the person was unconditionally released from supervision of any sort as a result of a conviction.
- Have regularly abstained from the excessive use of alcohol and or/ any use whatsoever of illegal drugs or psychotoxic chemical solvents.
- Be at least 25 years of age.
- Not be a member of the Tribal Council, or the holder of any other elected tribal office of this tribe, provided that a candidate who is a member of the Tribal Council, or the holder of some other elective tribal office, may be confirmed as a judge subject to his/her resignation. Upon resignation from his/her office, he/she may be sworn in as and assume the duties of judicial office.

Physical Requirements:

- Normal to light office work which includes the ability to lift up to 10 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and hear.

Mental Requirements:

- Reading, writing, calculating
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision

Language Requirements:

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

HOW TO APPLY:

- Submit a resume, cover letter, and two (2) letters of recommendation to Jennifer.berridge@winnebago-tribe.com.
- If claiming Native American or Veteran preference, please include pertinent documentation.
- Call Winnebago Tribal Court at 402-878-2570 for further information.

As provided by Federal Law, all qualified Native American applicants shall receive preference over Non-Native American applicants. In the absence of qualified Native American applicants, consideration will be given to all other applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.

JOB CLEARANCE SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE