

PAWNEE NATION OF OKLAHOMA  
JOB DESCRIPTION

Title: District Court Judge

GENERAL RESPONSIBILITY:

Shall have the duty and power to conduct all court proceedings, and issue orders and papers incident thereto, in order to administer justice in all matters within the jurisdiction of the Court.

SPECIFIC DUTIES:

1. Responsible for creating and maintaining rules of the court, not in conflict with the Tribal Code or the rules of the Supreme Court regulating conduct in the District Court, for the orderly and efficient administration of justice. Such rules must be filed in the office of the Tribal Secretary and the District Court Clerk before becoming effective.
2. Hold court regularly at a designated time and place.
3. Have the power to administer oaths, conduct hearings, and otherwise undertake all duties and exercise all authority of a judicial officer under the law.
4. Hear and decide all cases properly brought before the court.
5. Enter all appropriate orders and judgements.
6. Issue all appropriate warrants and subpoenas.
7. Keep all court and other records as may be required.
8. Perform the duties of the clerk in their absence.
9. Perform all duties required under the current law and order codes or as revised/addendums.

EXPERIENCE AND SKILLS:

A judge shall in order of preference:

1. Be an attorney who is :
  - a. enrolled member of the Pawnee Nation, who is residing with the territorial jurisdiction of the tribe,
  - b. the parent, child, or spouse of and enrolled member of the Pawnee Nation residing within the territorial jurisdiction of the tribe,
  - c. a non-member Indian residing within the territorial jurisdiction of the Pawnee Nation,
  - d. An Indian graduate of an American Bar Association approved law school or a Paralegal program approved by the Supreme Court,
  - e. An attorney who is a non-indian,
  - f. A lay advocate who has regularly practiced before the court as a member of the Bar of the Court for a period of five (5) years,
1. Must have demonstrated moral integrity and fairness in their business, public and private life,
2. Must have never been convicted of a felony or an offense punishable by banishment, whether or not actually imprisoned or banished,

3. Not be convicted of any offense, except traffic offenses, for a period of two years preceding their appointment,
4. regularly abstained from the excessive use of alcohol and any use whatsoever of illegal drugs or psychotoxic chemical solvents,
5. Must be at least twenty-five (25) years of age,
6. Must not be a member of the tribal legislative body or the holder of any other elective tribal office of this tribe or may be available for appointment subject upon the resignation from that office,
7. If less than fifty (50) years of age, must have completed at least thirty (30) semester credit hours at an accredited college or university or at least two (2) years of previous experience as a judicial officer for some recognized court.