

NOOKSACK INDIAN TRIBE
REQUEST FOR QUALIFICATIONS
PRO TEM JUDGE SERVICES

This Request for Qualifications is directed at qualified individuals and/or firms interested in serving as a Pro Tem Judge for the Nooksack Indian Tribe. The Nooksack Tribal Court exercises jurisdiction over a broad range of civil and criminal matters. A Pro Tem Judge will be appointed to hear cases, as assigned by the Chief Judge, in instances where the Nooksack Tribal Court Chief Judge is ill, disqualified, or otherwise unavailable. This is a part time, as-needed appointment, and compensation will be negotiated. Specifically, contractors providing Pro Tem Judicial services will be placed into a pool and drawn from on an as-needed basis when judicial conflicts arise.

DUTIES AND RESPONSIBILITIES:

- Preside over cases as assigned by the Chief Judge.
- Prepare and issue written orders, judgments, search and arrest warrants.
- Keep accurate records of cases and court hearings.

MINIMUM QUALIFICATIONS:

- Possess JD from an ABA-accredited law school and admitted to practice before the Supreme Court of the United States, or any United States Circuit Court of Appeals, or the Supreme Court of any state of the United States.
- Extensive experience in: (1) criminal case adjudications; (2) juvenile dependency and delinquency; (3) family law and child support; and (4) general civil case adjudications, including complex litigation.
- Demonstrated knowledge in the following areas: (1) Federal Indian law and policy; (2) Tribal law; and (3) Tribal customs and traditions.
- Is at least 30 years of age.
- Has never been convicted or pleaded guilty to any felony, nor been found guilty of any crime involving fraud or dishonesty.
- Maintain a current business license and admitted to practice before the Nooksack Tribal Court.
- Successfully pass a background investigation and drug test.

Interested individuals (or firms) should submit a letter of interest including availability, along with a current resume and the names of at least three professional references to:

Suzanne Brownrigg, Human Resources Director
Nooksack Indian Tribe
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