

The Chippewa Cree Tribe of the Rocky Boy's Reservation

Phone: (406) 395-5705 – Tribal Office

96 Clinic Rd N.
Box Elder, Montana 59521

CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

POSITION:	Associate Judge (2)
DEPARTMENT:	Judicial Branch–Chippewa Cree Tribal Court
LOCATION:	Chippewa Cree Tribe–Rocky Boy’s Indian Reservation
SALARY:	Not to Exceed Budget Cap
OPENING DATE:	September 28, 2026
CLOSING DATE:	October 28, 2026
CLASSIFICATION:	Executive Salaried Exempt Critical

GENERAL SUMMARY

The Associate Judge serves as a judicial officer of the Chippewa Cree Court, presiding over legal proceedings as prescribed by Tribal law and ordinances. This is a high-level, trust-based position requiring sound legal judgement, discretion and an unwavering commitment to the fair and impartial administration of justice. The Associate Judge ensures court proceedings adhere to due process.

Supervision Received:
Reports directly to the Chief Judge

MAJOR DUTIES

- Hear and decide court cases based on Tribal law, ordinances and applicable external laws.
- Maintain courtroom decorum and ensure due process is upheld.
- Organize and manage court proceedings including hearings, jury selection and sentencing.
- Interpret and apply rules of the court, ensuring due process and judicial fairness.
- Issue rulings, orders, findings of fact and written judicial opinions.
- Work closely with the Chief Judge, other Associate Judge and court personnel.
- Maintain professional standards and comply with judicial ethics and confidentiality requirements.
- Enforce judgements and ensure compliance with rulings.
- Conduct legal research and contribute to improvements in the judicial system.
- Maintain accurate records, reports, and legal references.
- Attend monthly Judicial Commission meetings and regular internal staff meetings.
- Maintain and update the law library with Tribal laws, ordinances and case decisions.
- Uphold the highest standards of confidentiality, impartiality and ethics in all judicial matters.
- Fulfill other duties as assigned by the Chief Judge.

QUALIFICATIONS

- **Education:**
 - Preferred:
 - Juris Doctorate (JD) degree, or Judicial Certificate from an accredited university.
 - Required:
 - Minimum high school degree with extensive tribal judicial experience and be in good standing to preside over tribal court.
 - Must have work experience in a legal setting.
- **Knowledge, Skills & Abilities:**
 - In-depth knowledge of:
 - Chippewa Cree Law & Order Code and Tribal Ordinances
 - Tribal, Federal and State Laws and jurisdiction
 - Rules of Evidence and Court Procedure
 - Indian Child Welfare Act of 1978
 - Tribal Constitution, Corporate Charters, and Fish & Wildlife Code
 - Ability to:
 - Communicate effectively, both orally and in writing
 - Interpret complex legal materials and render sound legal judgements
 - Handle sensitive and confidential matters with discretion
 - Work under pressure and manage high caseloads
 - Collaborate effectively with court staff, Tribal departments and the public
 - Maintain judicial integrity and uphold the Codes of Conduct and Confidentiality Agreement
- **Technical Skills**
 - Proficient in Microsoft Office and legal database systems
 - Skilled in case management and digital record-keeping
 - Strong report writing and organizational skills

Conditions of Employment:

- Must pass a formal comprehensive employment and criminal background check
- Must pass a history check involving any dishonesty
- Must not have any felony convictions or misdemeanor convictions within the past 3 years
- Must sign and adhere to the Judicial Codes of Conduct and Confidentiality Agreement
- Drug-Free Workplace: Mandatory drug testing in accordance with Tribal Ordinance 1-99
- Must not use alcohol or non-prescribed drugs while employed
- Must be in good health and demonstrate reliable attendance

HIRING PREFERENCE

Per Chippewa Cree Tribal Employment Policy, preference will be given in the following order:

1. **Qualified, honorably discharged veterans** who are enrolled members of the Chippewa Cree Tribe (must submit DD 214).
2. **Qualified enrolled members** of the Chippewa Cree Tribe.
3. **Other qualified Indian applicants.**
4. **Qualified non-Indian applicants.**

APPLICATION REQUIREMENTS

Submit the following by 4:30 p.m. on **October 28, 2026**:

- **Completed Application**
- **Interest Letter**
- **Resume** (with employment dates)
- **Copy of Degree**
- **Three Professional References**
- **Certificate of Indian Blood (CIB)** – if applicable
- **DD 214** – if applicable
- **Valid Montana Driver's License**

SUBMIT TO:

Chippewa Cree Tribe Human Resources Department

96 Clinic Rd N.

Box Elder, MT 59521

(406) 395-5705 ext. 2018

personnel@chippewa-cree.org