

# The Chippewa Cree Tribe of the Rocky Boy's Reservation

Phone: (406) 395-4478 or 5705 – Tribal Office

96 Clinic Rd  
Box Elder, Montana 59521

## CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

**POSITION:** Associate Judge  
**SALARY:** DOE  
**OPENS:** 1/14/2026  
**CLOSES:** 2/24/2026  
**DEPARTMENT:** Judicial

**SUMMARY OF WORK:** This position performs professional and legal duties involving judgments in hearing cases and rendering decisions involving laws and ordinances. This requires attention to accuracy, detail, timeliness and confidentiality. This work is performed within an office setting, which handles a heavy workload. This position requires the ability to deal with the public and to handle stress.

### **DUTIES:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Organizes proceedings by enumerating rules and procedures; planning schedules; arranging hearings; court personnel and assembling potential jurors;
- Determines probable cause by examining accusations, charges and evidence;
- Conducts proceedings by listening to arguments; rules on admissibility of evidence; resolving objections; maintaining order;
- Prepares jury by conducting selection; issuing and explaining instructions and rules;
- Renders judgment by weighing arguments and evidence; studying relevant cases; polling jury, writing and announcing opinion;
- Sentences defendant by applying statutes and guidelines; considering extenuating and mitigating circumstances; determining settlement;
- Enforces judgment by follow-up and requiring compliance;
- Completes reports by entering required information;
- Improves judicial system by recommending changes in law, guidelines, and procedures;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; benchmarking state of the art practices; participating in professional societies;
- Contributes to team effort by accomplishing related results as needed;
- Maintains accurate and timely records;
- Prepares and submits accurate and timely reports;
- Deals tactfully and courteously with the public;
- Observes work hours and demonstrates punctuality;
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives;

- Conducts research on legal/factual issues on cases;
- Maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe, including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals;
- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Accepts assigned court cases from the Chief Judge.
- Performs other duties as assigned by the Chief Judge.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- Must sign and adhere to the Judicial Codes of Conduct.

#### QUALIFICATIONS:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Minimum of a Juris Doctorate degree in Tribal Law. Or Judicial Certificate by an accredited University.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfill obligations like training, eligible for rehire.
- No less than five (10) years work experience in a Tribal Court System.
- Knowledge of Tribal, Federal and State Laws including jurisdiction;
- Knowledge of Rules of Court;
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence;
- Knowledge of Indian Child Welfare Act of 1978;
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law and Order Code, and Fish & Wild Life Code;
- Ability to apply the Laws of the United States, law enumerated in the Tribal Code of the Chippewa Cree Indian Reservation and/or customs of the Chippewa Cree Indian Community including regulations of the Interior Department and the State of Montana when applicable;

- Must be at least 25 years of age or older, be of good moral character and integrity and be capable of carrying out the duties of the office.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must possess knowledge of case management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to create databases, excellent computer skills).
- Must possess knowledge of record keeping.
- Must report writing skills.
- Must be in good health and good attendance.
- Must be dependable.
  - Priority for Selection of applicants for employment within the Chippewa Cree Tribe is as follows:
    - Qualified, honorably discharged (must show proof by submitting a DD 214 Certificate) veterans who are enrolled members of the Chippewa Cree Tribe;
    - Qualified enrolled members of the Chippewa Cree Tribe;
    - Other qualified Indians;
    - Qualified Non-Indians.
- Testing: Subject to drug testing per Drug Ordinance 1-99.

Applications properly completed and received on or before the close of the business on February 24<sup>th</sup>, 2026, will be considered for the position advertised.

**SUBMIT THE FOLLOWING:**

- Application (completely filled out)
- Resume (with dates of employment)
- Letter of Interest
- Three Reference Letters (with mailing address and telephone number)
- Copy of College Degree & Transcripts
- Copy of Certificate of Indian Blood (If Applicable)
- Copy of DD 214 (If Applicable)
- To Josh Seaton, Human Resources Department, Chippewa Cree Tribe, 96 Clinic Rd, Box Elder, MT 59521, telephone 406.395.5705 ext. 2018.

*/S/ Josh Seaton*

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**POSITION:** Chief Judge  
**SALARY:** DOE  
**OPENS:** 1/14/2026  
**CLOSES:** 2/24/2026  
**DEPARTMENT:** Judicial

**SUMMARY OF WORK:** Acts as the Chief Judge on the Chippewa Cree Tribal Court on the Rocky Boy Indian Reservation, Rocky Boy, Montana as prescribed by law. Supervises the Associate Judge(s), clerk(s) and Process Server.

### DUTIES:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Organizes proceedings by enumerating rules and procedures; planning schedules; arranging hearings; court personnel and assembling potential jurors;
- Determines probable cause by examining accusations, charges and evidence;
- Conducts proceedings by listening to arguments; rules on admissibility of evidence; resolving objections; maintaining order;
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- Improves judicial system by recommending changes in law, guidelines, and procedures;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; benchmarking state of the art practices; participating in professional societies;
- Contributes to team effort by accomplishing related results as needed;
- Maintains accurate and timely records;
- Prepares and submits accurate and timely reports;
- Deals tactfully and courteously with the public;
- Observes work hours and demonstrates punctuality;
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- Conducts research on legal/factual issues on cases;
- Maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe,

including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals;

- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Performs other duties as assigned by the Judicial Commission.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- Must sign and adhere to the Judicial Codes of Conduct.

#### QUALIFICATIONS:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A minimum of a Juris Doctorate Degree in Law.
- No less than five (5) years work experience in a Tribal Court System.
- Knowledge of Tribal, Federal and State Laws including jurisdiction.
- Knowledge of Rules of Court.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfill obligations like training, eligible for rehire.
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence.
- Knowledge of Indian Child Welfare Act of 1978.
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law and Order Code, and Fish & Wildlife Code.
- Ability to apply the Laws of the United States, law enumerated in the Tribal Code of the Chippewa Cree Indian Reservation and/or customs of the Chippewa Cree Indian
- Community including regulations of the Interior Department and the State of Montana when applicable.
- Must be at least 25 years of age or older, be of good moral character and integrity and be capable of carrying out the duties of the office.

- Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must possess knowledge of case management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to navigate a databases, excellent computer skills).
- Must possess knowledge of record keeping.
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- Must be in good health and good attendance.
- Must be dependable.
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