



**ONEIDA**  
**Human Resources Department**  
**JOB DESCRIPTION**

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Dr  
Green Bay, WI 54303

**OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490  
Job Line: 1-800-236-7050

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Family Court Judge  
**POSITION NUMBER:** 09085  
**DEPARTMENT:** Oneida Judiciary  
**LOCATION:** 2630 W Mason Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** General Tribal Council  
**SALARY:** E09 \$76,558/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** August 15, 2016  
**TRANSFER DATE:** August 22, 2016  
**CLOSING DATE:** August 31, 2016  
**Proposed Start Date:** As Soon As Possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY**

The Family Court Judge is responsible to administer the judicial authorities and responsibilities of the Oneida Nation. This position exercises the inherent power to apply and enforce Oneida law as it pertains to children and families. This position is will be under an employment contract. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Represent the Family Court with professionalism and competence.
2. Hear and adjudicate cases in accordance with the Oneida Code of Laws.
3. Enforce all court rules and abide by the Oneida Nation Constitution, Nation Laws, and applicable state and federal laws.
4. Network and build working relationships within Oneida and neighboring jurisdictions.
5. Maintain the integrity of the Judiciary by upholding the Judicial Canons of Judicial Conduct, acting ethically and honestly both in private and in public.
6. Remain informed about the changes to Tribal, State and Federal laws; state and federal court and administrative hearing body decisions that may impact the Family Court and Indian Country.
7. Oversee proper and impartial management of the Court's calendar and business.
8. Appoint pro tem judge to preside over matters when required.
9. Supervise the Clerk of Court and other administrative court personnel.
10. Develop a training plan for continued education of Judges and Family Court Staff.
11. Submit an annual budget for consideration by the Oneida General Tribal Council.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.

## **JOB DESCRIPTION**

### **Family Court Judge**

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#### **STANDARD QUALIFICATIONS:**

1. As a continuing condition of employment, the Judge shall maintain their license to practice law in the State of Wisconsin as well as good standing status in the Wisconsin State Bar Association and the Wisconsin Supreme Court.
2. Must have experience practicing family law. This experience should include, but is not limited to; paternity, child support, legal custody, physical placement, third party custody/visitation, and divorce matters.
3. Must have logical/analytical decision making.
4. Excellent written and oral communication skills and the ability to issue clear, well researched, and concise orders.
5. Must attend mandatory supervisory training as required by the Human Resources Department.
6. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
7. Must adhere to strict confidentiality in all matters. A Judge shall protect the privileged information to which he or she has access in the course of his or her duties, and shall not discuss the proceedings of any case outside of the chambers or the courtroom unless a legal exception permits such disclosure. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.

#### **PREFERRED QUALIFICATIONS**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Previous experience in peacemaking/mediation.
2. Previous experience in Guardian Ad Litem work.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. A Juris Doctorate degree from an accredited law school.
2. Five (5) years' experience practicing in the area of Family Law.
3. Licensed to practice law in the State of Wisconsin or be licensed to practice law in another state and able to gain admission to state Bar of Wisconsin within one (1) year of hire.
4. Has not been convicted of, or entered a plea of guilty or nolo contendere to, any offense involving fraud or misrepresentation or any felony, unless:
  - a. A pardon has been granted in accordance with the Oneida Nation's pardon law within the last ten (10) years, or
  - b. The conviction has been removed from his or her record by executive pardon or state court order within the last ten (10) years.
5. Must pass a background security check.
6. A valid driver's license, reliable transportation and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out of state driver's license. Must be authorized eligible to operate a personal vehicle under the Oneida Nation's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **ITEMS TO BE SUBMITTED WITH APPLICATION:**

1. **Must provide Certificate of Good Standing from the State Bar for which the applicant is certified to practice law.**