



REQUEST FOR PROPOSALS

Associate Tribal Court Judge for the Prairie Island Indian Community

OPENING DATE: August 11, 2017

SUBMISSION DEADLINE: August 28, 2017

The Prairie Island Indian Community is a federally-recognized Indian tribe (the “Tribe”), located in southeastern Minnesota along the banks of the Mississippi River, approximately 30 miles from the Twin Cities of Minneapolis and St. Paul. The Tribe is seeking proposals from qualified professionals to serve as an Associate Judge for the Prairie Island Mdewakanton Dakota Tribal Court (“Tribal Court”).

SCOPE OF WORK:

The Associate Judge shall carry out the duties and obligations of the office in accordance with the Tribe’s Constitution and Judicial Code (both available at <http://prairieisland.org/government/>). The Judicial Code, Title 1, Chapter III, generally outlines the role of the Court and the duties of the Judges.

The Tribal Court system includes a trial and appellate level, and hears a wide variety of civil cases that include, but are not limited to, child welfare, guardianships and conservatorships, custody and divorce proceedings, land disputes, election challenges, and contractual or other civil disputes. The Associate Judge is expected to be available year-round and be able to preside over hearings at the Tribal Court located on the Prairie Island Indian Reservation. The Associate Judge will preside over cases where the Chief Judge has a conflict, or as otherwise assigned by the Chief Judge. The Associate Judge must prepare and issue written orders and judgments. The Associate Judge must keep accurate records of cases and court hearings. The Associate Judge will be expected to conduct research and recommend updates to the Judicial Code, and to assist in the development of Tribal Court policies and procedures.

The terms and compensation for this position will be set forth in the negotiated agreement between the Associate Judge and the Tribe.

EVALUATION CRITERIA:

Candidates must submit: (1) a cover letter, (2) resume or biographical information, (3) two writing samples, and (4) three references. Candidates’ submissions must demonstrate that he or

she has the ability to execute the duties and obligations outlined in the Tribe's Judicial Code and the Constitution.

Specific consideration will be given to a candidates':

1. Experience as a judge/justice in tribal, state or federal systems;
2. Experience as a legal practitioner in tribal, state or federal systems;
3. Experience with child welfare, guardianships and conservatorship cases;
4. Knowledge of Indian and Federal law; and
5. Written and oral communication skills.

Educational requirements are not proscribed by the Constitution or Judicial Code, but a four-year degree, and relevant schooling including a juris doctorate degree, are preferred. Prairie Island tribal member and Native American preference applies.

PIIC HANDLING OF PROPOSALS:

Proposals will be reviewed by a proposal evaluation team. The proposal evaluation team shall evaluate the proposals in accordance with the "Evaluation Criteria" section of this Request for Proposals. Based on this evaluation, candidates will be contacted for in-person interviews. Final issuance of this contract will be subject to the negotiation of mutually-agreeable terms.

IMPORTANT CONTRACT INFORMATION:

Submissions and inquiries regarding the Associate Judge position may be directed to:

Rachael Zebro, Human Relations Manager
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Welch, MN 55089
rachael.zebro@piic.org
651-385-4138