

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-09**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Presiding Judge
OPENING DATE: January 30, 2026
CLOSING DATE: February 6, 2026
DEPARTMENT: Tribal Courts
SALARY RANGE: EX-19; \$106,956 - \$178,261

Position Summary:

Under administrative direction of the Governor, plans, organizes, and supervises the Pueblo Court's judicial processes; adjudicates Pueblo Court cases and makes decisions. Oversees work of assigned Pueblo Court staff. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Establishes goals and internal operating policies and procedures in accordance with program objectives. Ensures the efficient operation of the Court.
- Hears, tries, and determines a variety of cases to ensure the enforcement of and compliance with the Pueblo's codes and/or ordinances
- Entertains pleading from outside jurisdictions, holds hearings for bench warrants, acts on requests for search warrants and extradition proceedings, etc.
- Adjudicates civil and criminal cases; imposes judgment, fines, penalties, and/or sentences as appropriate.
- Receives and considers input from relevant offices and stakeholders, in accordance with court rules, to determine rulings, sentences, and penalties, and makes referrals to applicable service providers.
- Drafts orders, opinions, or other pleadings as required.
- Refers to other courts of competent jurisdiction certain cases for disposition.
- Develops and maintains comprehensive case files; develops required narrative and statistical reports.
- Ensures the confidentiality of client information.
- Develops and maintains solid relationships with other Pueblo of Laguna departments and programs, outside agencies, judges, and judicial organizations.
- Develops and manages annual budget and proposal, including operational plans and objectives.
- Manages grants, contracts, and/or other funding sources; develops required narrative and statistical reports.
- Reviews Pueblo of Laguna codes and/or ordinances; recommends amendments to the Pueblo Legislative Committee.
- Research additional funding opportunities and available grant monies for continuation and expansion of program services.
- Provides oversight and supervision to staff.
- Holds regular staff meetings to communicate goals, objectives, changes, etc. within the department.
- Evaluates and assesses Court processes and procedures; implements changes.
- Manages staff relations by celebrating, coaching, counseling, and disciplining employees. Encourages feedback from staff for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Reviews, recommends changes, or approves performance evaluations and disciplinary actions.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Maintains professional knowledge by conducting research, reviewing case histories and rulings; attending relevant training and workshops; and establishing network with like programs.
- Complies with standards of judicial and attorney conduct applicable to New Mexico licensure and profession.
- Assists, as directed, the Pueblo's Emergency Management Program and its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Juris Doctorate from an accredited law school required.
- Five (5) years of experience in the legal profession required.
- Three (3) years of supervisory experience required.
- Three (3) years of judicial experience preferred.
- Member in good standing with the New Mexico State Bar required.
- FEMA/ICS 300, 400, and prerequisite certifications preferred; obtains within six (6) months of hire.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Presiding Judge is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Professional Services Employment Agreement	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government, pueblo customs, and traditions.
- Knowledge of applicable laws, regulations, and requirements, including relevant Chapters of U.S. Code, Title 25 – Indians, the Pueblo of Laguna Constitution, Codes, and Ordinances.
- Knowledge of standards of conduct applicable to licensure and profession.
- Knowledge of courtroom processes, procedures, and protocol.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incidents response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and establish positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to analyze situations, make solid decision, and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare comprehensive, accurate reports and present detailed, accurate and objective oral presentations.
- Ability to interpret and enforce applicable laws, regulations, and policies.
- Ability and skill to be persuasive and tactful in controversial situations.
- Skill, preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands and fingers to handle or feel; and talk or hear. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office or courtroom setting with a moderate noise level. Evening and/or weekend work is rarely required; is on call for emergencies. There is regular interaction with the public. Exposure to graphic or sensitive subject matter is present. Tight time constraints and multiple demands from several people are common. Travel is required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES