



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2845 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Lead Public Defender (Three year Contract)

SALARY: DOE with yearly increases. Competitive benefits package including a 401K plan, we use a competitive salary schedule that bases salary upon number of years experience as a practicing lawyer.

REPORTS TO: Public Safety Department Director

LOCATION: Public Defender's Office, Nespelem Washington

BASIC FUNCTIONS: The incumbent in this EXEMPT contracted position is responsible for representing Tribal members in criminal cases at tribal court and court of appeals including child dependency proceedings. Duties include, but are not limited to, supervision of all subordinate staff including training to ensure that all legal work is performed in the office meets professional and ethical standards; oversee the preparation of all office budgets, payroll, disbursements, personnel documents in accordance with established policies manuals of the Tribes; will maintain a large caseload, providing legal services for indigent Tribal Members in criminal cases and representing indigent parents of children in the Tribal Children's Court dependency proceedings; will advocate for and/or or against proposed legislation (depending on its general impact on clients or client base) before Tribe's legislative body.

MINIMUM QUALIFICATIONS (Education and Training):

- Must be a graduate from a law school accredited by the American Bar Association
- Must be a member of the Washington State and Colville Tribal Bar Associations. If the successful applicant is not a member of these Bars, he/she will take and pass the Washington State Bar exam within 12 months of hire and will take and pass the Colville Tribal bar exam with the Tribal Court within 90 days of hire.
- Must have a minimum of 48 months of previous attorney work experience in public service law, poverty litigation and/or indigent defense or Indian law including administrative supervisory functions. Preference will be given to public defender experience and to work experience as a tribal attorney.
- Must be capable in a relatively short time of demonstrating and utilizing knowledge of Indian law, and in particular handle legal issues related to jurisdiction in Indian Country.
- Applicant must submit a resume, three references, including three written references from previous employers, demonstrated successful experience in managing staff. Preference will be given to applicants who have supervised attorneys and office support staff.
- Demonstrated successful ability to prepare, manage and keep cuff accounts for a program budget.
- Must be familiar with the use of micro computers and be able to create own business and legal documents.
- Experience must demonstrate sufficient trial experience to be able to immediately try cases before juries.
- Ability to coordinate with the Public Safety Department Director on all administrative matters and report to the Colville Business Council Law & Justice Committee.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must sign a waiver to allow the Tribes to perform criminal background checks and must successfully pass an extensive Criminal History Background Inquiry.
- Must pass a pre-employment drug test and continued employment is contingent on passing random and post-accident drug tests as required of the position.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: **Open Until Filled**, however, for consideration of first round of applicants, applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., June 26, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150, Nespelem, WA 99155
(800) 506-9434
juanita.reyes@colvilletribes.com

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