



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Legal Secretary (Possible trainee)

SALARY: \$28,184.00 annually **DOE**, less 5% during probation
A trainee will be placed on a training plan and receive a one step reduction for every six months of required training not to exceed 24 months

REPORTS TO: Legal Office Administrator

LOCATION: Prosecutor's Office, Nespelem, Washington

BASIC FUNCTIONS: The incumbent of this position will have access to highly sensitive and confidential information. Duties include, but are not limited to assisting in the preparation and filing of legal pleadings and other documents, file maintenance, calendar/court docket maintenance, review file notes and carry out requested action, review and respond to incoming discovery requests, pick up and delivery of mail, answering phones. This position has daily contact with Tribal Court, Tribal Police, and Children and Family Services personnel, and with the general public.

MINIMUM QUALIFICATIONS (Education and Training):

- Must successfully clear an extensive criminal background inquiry; results must reflect no convictions in the past 10 years and no felony convictions.
- Must NOT have had previous contact with the prosecutor, law enforcement, or Children and Family Services agency indicating uncooperative or negative behavior.

Fully Qualified (preferred):

- An Associate's Degree in a related field and three years of experience at an Office Assistant III level, preferred; **OR**
- Sixty (60) months comparable experience may be substituted on a month for month basis for the minimum qualifications.

Trainee:

- An Associate's Degree in a related field and twelve (12) months of experience at an Office Assistant III level; **OR**
- Thirty-sixty (36) months comparable experience may be substituted on a month for month basis for the minimum qualifications

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Knowledge of office practices, principles, and techniques.
- Skills in the use of computers and associated software, i.e., Word Perfect, Microsoft Word, Excel, Data Base Systems such as Abacus and Full Court.
- Ability to work well under strict deadlines and under pressure.
- Ability to maintain **STRICT CONFIDENTIALITY**.
- Ability to establish and maintain effective working relationships with co-workers, tribal personnel and outside entities.
- Must be trustworthy and of good moral character.
- Must have good interpersonal skills.
- Must have good organizational skills.
- Must have strong writing skills.
- Must be a self-starter and ability to work alone.

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: Applications and supporting documents **MUST** be received in the Human Resource Office by, **4:00 p.m., Friday, July 17, 2009**, or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2844
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