



# 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](http://www.colvilletribes.com)

**POSITION:** Administrative Law Judge  
**SALARY:** Depending on Experience  
**REPORTS TO:** Contract Reporting Officer  
**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** This contracted position will work as a part of an Administrative Law Judge group to hear and bring to resolution cases involving personnel appeals, child support enforcement contested cases and controversies and similar hearings. Will maintain an impartial position when hearing cases; assures hearings are conducted in compliance with established laws, policies and procedures in a timely manner. On matters involving child support enforcement, ALJ will coordinate program activity with county, state and federal agencies on obtaining and exchanging factual information for utilization in hearings, reviews, and as appropriate, signs orders for the child support program.

#### **MINIMUM QUALIFICATIONS (Education and Training):**

- Juris Doctorate degree and 24 months of progressively responsible experience as a trial or office attorney, administrative law judge or closely related field.
- Must be eligible for and maintain membership in the Washington and the Colville Tribes' Bar Association.
- Demonstrated ability to maintain STRICT confidentiality standards and perform in an ethical manner.
- Must be able to clear an extensive criminal history background inquiry.

#### **RECRUITING INDICATORS (Knowledge, Skills, and Abilities):**

- Knowledge of Colville Tribes' laws and applicable state and federal statutes, rules, administrative orders, policies and procedures and case law.
- Knowledge of court processes, administrative law processes and legal terminology.
- Knowledge of intergovernmental relations.
- Knowledge of the principles and methods of conducting and undertaking legal research.
- Skill in conducting valid, effective legal research.
- Skill in applying legal precedents to individual cases.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective and cooperative working relationships with other departments of the Colville Tribes' government, attorneys, litigants, witnesses, and interested parties.

**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. For consideration of first round of applicants, applications and supporting documents MUST be received in the Human Resources Office by **6:00 p.m., Friday, January 30, 2009**, or be postmarked by that date.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
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