



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Tribal Employment Rights Office (TERO) Director  
**SALARY:** \$30.81 - \$36.59, per hour DOE  
**REPORTS TO:** Executive Director  
**LOCATION:** Tribal Employment Rights Office (TERO), Nespelem, Washington

**BASIC FUNCTIONS:** This is an **Exempt** position. The incumbent of this position will provide advanced level administrative and enforcement functions to promote and comply with the Law & Order Code, Title 10, Employment Rights for covered employers.

## MINIMUM QUALIFICATIONS:

### Education and Training:

- Typically requires a BA, BS degree in Business Administration, Public Administration, Criminal Justice, Human Resources, Law or a closely related field from an accredited college or university WITH sixty (60) months or work experience related to the duties and responsibilities of the position.
- Must possess and maintain a valid State Driver's license and be eligible for the Tribes' vehicle insurance.
- Must successfully clear an Extensive Criminal History Background inquiry during term of employment.

### Knowledge, Skills, and Abilities:

- Requires knowledge in the theories and practices of administrative requirements of Tribal Division, Tribal Programs, Tribal Departments, the Tribal Government related to Indian Preference.
- Requires advanced knowledge of personnel management and practices.
- Requires advanced skills in investigative and business writing.
- Requires better than average skills in the use of personal computers and related software.
- Requires better than average interpersonal and communication skills to professionally represent the Tribes in TERO-related business.
- Requires the ability to provide training and technical assistance to staff, Tribal supervisors and programs on TERO-related matters.
- Requires the ability to establish regular communication with Directors, Manager, business partners, other government agencies, clients, community members and supervisors to promote effective working relations.
- Requires the ability to ensure strict confidence of information, records and projects for self and employees.
- Requires the ability to interpret and apply Tribal and Federal cods, policies, federal regulations and related employment and Indian Preference law as applicable to Colville Tribes.
- Requires the demonstrated ability to establish direct, monitor and report compliance grant, contract requirements, and TERO compliance as outlined in Title 10.
- Requires the ability to travel in adverse weather, sit for prolonged periods of time and to exercise finger dexterity to perform routine duties.

**NOTE:** Pursuant to Tribal Policy, this position is subject reasonable suspicion and post-accident drug testing and has been identified as **Safety Sensitive** and will require **pre-employment drug testing**.

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

**NEW:** Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

**CLOSING DATE:** For guaranteed consideration applications and supporting documents **MUST** be received in the Human Resources Office by, **Thursday, September 27, 2018**.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
(509) 634-2842  
[lawrence.harry.hrs@colvilletribes.com](mailto:lawrence.harry.hrs@colvilletribes.com)

**Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.**

**L-8580**

**HRST 0918**