



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

POSITION: Managing Attorney, Prosecutor
SALARY: \$ DOE
REPORTS TO: Public Safety Director
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This is an Exempt position. Provides supervision to Deputy Prosecutor(s) and non-attorney Spokesperson(s) to ensure proper representation is given to the Tribes in criminal proceedings, MINOC proceedings, Range Impoundment hearings, Natural Resource Enforcement hearings, Fish and Wildlife hearings and a variety of civil infraction hearings before the Colville Tribal Court.

MINIMUM QUALIFICATIONS:

Education and Training:

- Graduate from a law school accredited by the American Bar Association.
- Attorney must be a member of the Washington State Bar Association and Colville Tribal Bar in good standing with no pending ethical complaints and remain in good standing throughout employment. Incumbent will be required to have minimum of six (6) years of previous attorney work, preference given for prior experience in criminal law, dependency, prosecution, and/or Indian Law. Preferable three (3) years of successful experience in managing staff.

Licenses and Certificates

- Requires a valid state driver's license and be eligible for the Tribes' vehicle insurance.
- Requires a license to practice Law in Washington state and ability to pass the Colville Tribal Bar Exam within 90 days of hire and maintain throughout employment.
- Must exercise due diligence and adhere to the ethical standards of the WSBA Rules of Professional Conduct.

Knowledge, Skills, and Abilities:

- Requires extensive knowledge of areas of Federal Indian Law.
- Requires knowledge of cultural competence or be willing to learn, understand, appreciate and adapt to Tribal Court environment and Indian culture. This will include understanding how advocacy may differ within the context of the Colville Tribal Court versus Anglo-Court systems.
- Requires demonstrated knowledge of criminal and MINOC procedures.
- Requires knowledge to create own documents using Microsoft Office products.
- Requires knowledge of Colville Tribes Law and Order Code or be willing to learn, understand, appreciate and adapt to the referenced Code.
- Requires a working knowledge of office practices, procedures, and equipment, including filing systems, receptionist and telephone techniques, and letter/report writing.
- Requires business mathematics skills to compute sums and statistics.
- Requires skill using the English language, grammar, spelling, punctuation, and proof reading/editing to prepare routine, yet professional correspondence.
- Requires sufficient human relations skills to present a positive image of the department, convey technical information to others, and use patience and sensitivity in dealing with a diverse population that can be hostile and confrontational.
- Requires ability to communicate effectively orally and in writing.
- Requires the ability to work as a team player with varying levels of professionals.
- Requires the ability to learn and utilize Indian Law as it relates to MINOC proceedings, criminal matters, and jurisdictional issues in Indian Country. Requires the ability to manage a large caseload.

- Requires the ability to work with a high level of integrity and work ethic.
- Must have the ability to work with other courts, law enforcement, legal offices and the public.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires ability to develop internal policies for review and approval by the Public Safety Director and Executive Director.
- Requires experience with preparing, managing, and reconciling Program Budgets.
- Requires ability to work effectively with high level judicial temperament, integrity and ethics with courts of other jurisdictions, tribal legal offices and representatives and the public.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Tribal government and its services.
- Requires the ability to use a personal computer to produce correspondence and reports. Incumbent must be able to type and use a keyboard accurately.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires the ability to work varying flexible and extended work hours.
- Requires the ability to work in a high stress environment and multi-task on a daily basis.
- Requires the ability to uphold the highest level of confidentiality throughout employment and maintain confidentiality thereafter leaving the position, and willing to sign a confidentiality agreement.

Special Conditions

- This position is identified as a safety-sensitive position and is subject to pre-employment, post-accident, random, and reasonable suspicion drug testing.
- Must submit to and successfully clear an extensive criminal background inquiry with a history of no violations that which effect ability to practice law within the Colville Tribal Court and maintain clearance throughout employment.
- Must have no pending disciplinary actions before any state or tribal bar association, no finding of dishonesty in any court: tribal, state, and/or federal.
- Must notify immediate supervisor of any involvement with law enforcement which is not work related within 72 hours.

NOTE: Pursuant to Tribal Policy, this position is subject to pre-employment, post-accident and reasonable suspicion drug testing. This is a "Safety Sensitive" 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.

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: Applications and supporting documents **MUST** be received in the Human Resources Office. **This position is open till filled with weekly reviews.**

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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(509) 634-2839
judy.zunie@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.