



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2846 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Managing Attorney Prosecutor's Office
SALARY: \$47.62 - \$56.55 Depending on Experience
REPORTS TO: Public Safety Director
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This position will be responsible for providing 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 and Colville Tribal Bar Associations and maintain throughout employment. Attorney is admitted to practice before the following courts: All Washington State Courts and the United States District Court. Incumbent will be required to have a minimum of one (8) years of previous attorney work, preference give for prior experience in criminal law, public service law, and/or Indian Law and indigent representation **AND** preferable 3 years of successful experience in managing staff.
- Must pass the Colville Tribal Bar within 90 days of employment and maintain throughout employment.

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 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 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 represent the Tribes in the Healing to Wellness Court.
- Represent the Tribes in appellate cases before the Colville Tribal Court of Appeals.
- Requires the ability to work as a team player with varying levels of professionals.
- 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 the ability to work as a contributing member of a team, work productively and cooperatively.
- Requires the ability to use a personal computer to produce correspondence and reports, 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.

NOTE: This position is identified as a safety sensitive position and is subject to pre-employment, post-employment, and reasonable suspicion drug testing. Must submit to and successfully clear an extensive criminal background inquiry with a history of no violations which will affect ability to practice law within the Colville Tribal Court, and maintain clearance throughout employment. Must notify immediate supervisor of any involvement with law enforcement, which is not work related within 72 hours.

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 Bulletin: Effective May 12, 2014: Notifications from the Human Resources will be sent by E-mail, please make sure your email address is entered on your application.

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.

CLOSING DATE: For guaranteed consideration applications and supporting documents MUST be received in the Human Resources Office by **Friday, June 1, 2018.**

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
509-634-2846
grace.ferguson@colvilletribes.com

G-8443

HRST 0518