



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

BASIC FUNCTIONS: The Managing Attorney will provide oversight of Staff Attorneys, any Non-Attorney Spokesperson and Office Personnel within the Public Defender Office and Organizational structure.

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 law pertaining to Indian Child Welfare Act of 1978.
- Requires knowledge of cultural competence or be willing to learn, understand, appreciate and adapt to Tribal Court environment and Indian culture, which will include understanding how advocacy may differ within the context of the Colville Tribal Culture than in other cultures.
- Requires demonstrated knowledge of criminal/ 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, and spelling, punctuation, proofreading/editing, to prepare routine, yet professional correspondence.
- Requires sufficient human relations skills to make 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.

NOTE: 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 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

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