



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: Chief Judge

SALARY: DOE

REPORTS TO: Colville Business Council

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: The Chief Judge is a FLSA exempt, contract position, which is responsible for maintaining a fair and just court system for the Confederated Tribes of the Colville Indian Reservation pursuant to the Constitution of the Confederated Tribes of the Colville Reservation. Incumbent is responsible for administration of the Tribal Court and serves as Chief Judge of the Tribal Court. Duties include, but are not limited to, hearing and making judgments on all civil and criminal cases applying to Tribal Law, ordinances and regulations, or applicable Federal and State laws. The Chief Judge shall dispose of all cases in a timely manner by assigning or personally disposing of cases through final decision and/or issuance of sentences when appropriate in criminal cases, The Colville Confederated Tribes Codes and the American Bar Association Rules of Professional Conduct shall govern judicial conduct.

REPRESENTATIVE EXAMPLES OF WORK:

- ☐ Will supervise overall operations of the Tribal Court including budgeting, staffing and administrative decision-making. Hearing cases and making decisions/judgments in cases involving violations of tribal ordinances and regulations and civil disputes. The Chief Judge shall assign or personally dispose of cases through detention and sentencing of defendants, or as otherwise provided by Tribal Law.
- ☐ Direct Associate or Ad Hoc Judges in the preparation and maintenance of legal records, documents and reports to ensure Issuance of written decisions when practicable or for precedential value are completed.
- ☐ Review and issue warrants for search, extradition or arrest and appearance of individuals pursuant to Tribal law.
- ☐ Establish and maintain contacts within the community and provide community education regarding laws and the court.
- ☐ Establish and maintain contacts outside the jurisdiction with professional associates to define and explain the role of the Tribal Court in the administration of justice.
- ☐ Evaluate, train and provide technical assistance necessary to support continued education, information ensuring a positive reliable staff in the Tribal Court.
- ☐ Responsible for assisting and/or representing the Colville Tribes in establishing alternative dispute resolution procedures, establish cross-jurisdictional agreements for the recognition and enforcement of state and tribal court orders, establish and/or renew contracts with jail and detention facilities and establish full faith and credit agreements with state and tribal courts.
- ☐ Prepares and/or reviews budget proposals and justifications ensuring proper procedures for submission.
- ☐ Ensure timely, accurate and appropriate reporting on subjects and issues as required by the Executive Director, Law & Justice Committee Chairperson and Colville Business Council.

MINIMUM QUALIFICATIONS:

Education and Training

- ☐ Must be 21 years of age or older at the time of application.
- ☐ Must be a graduate from an accredited law school by the American Bar Association.

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MINIMUM QUALIFICATIONS CONTINUED:**Education and Training**

- ☐ Member of the **Washington State Bar Association** and **Colville Tribal Bar Association**. Or, be able to successfully pass the Washington State Bar exam within 1 year of hire and the Colville Tribal Bar exam soon as possible after becoming employed but no longer than 90 days after employment begins.
- ☐ Must reside on or near the Colville Indian Reservation or be willing to relocate to the area.
- ☐ Must be available by phone 24 hours per day/365 days per year to hear requests for extradition warrants, search warrants and other orders of an immediate nature.
- ☐ Must be available on Sunday mornings for probable cause hearings.
- ☐ Must complete a judicial questionnaire detailing relevant qualifications for this position and list at least five references.
 - Contact the Human Resources at the above information to receive a Judicial Questionnaire.
- ☐ Must successfully clear an extensive Criminal History Background Inquiry, Financial inquiry, and be bondable.
- ☐ Must have strong organization, communication and interpersonal skills.
- ☐ Must never have been convicted or found guilty of a felony or convicted of a misdemeanor involving moral turpitude.
- ☐ Experience appearing in court proceedings and professionally presenting the Tribes interests to top management, Colville Business Council, and/or public groups preferred.
- ☐ Demonstrated experience in preparing budgets, making staffing recommendations, and recommending attorney personnel actions to the Council preferred.
- ☐ Demonstrated history of effective problem solving and policy development skills.
- ☐ Must be able to obtain a Washington State Driver's License within 30 days of employment beginning. Must be eligible for the Tribe's Vehicle Insurance and maintain eligibility throughout employment.
- ☐ Must uphold highest level of confidentiality throughout employment and be willing to sign a confidentiality agreement.
- ☐ Must successfully clear a Criminal History and Background inquiry. Continued employment is contingent upon successful review of criminal history on a continuing basis.
- ☐ Work experience **MUST** reflect better than average attendance.
- ☐ Must have experience in the use general office equipment such as Microsoft Word, Excel, Publisher, Power Point, Adobe Acrobat, Outlook, Calculator, Fax, and Copier.
- ☐ Must have advanced communication skills; on the phone, in person and in written format.
- ☐ Must have the ability to work in a high stress environment and multi-task on a daily basis.
- ☐ Ability to work flexible and extended work hours as needed.

Knowledge, Skills, and Abilities:

- ☐ Experience reflecting knowledge and understanding of the Colville Tribes community and its people, including Tribal law, customs and traditions.
- ☐ Experience must reflect successful administrative skill in management, budgeting, and supervision of employees and court facilities.
- ☐ Experience or education must include familiarity with Federal Indian Law, general litigation experience; and training or experience in court administration.
- ☐ Ability to establish and maintain effective working relationships with Tribal Officials, employees and the general public.
- ☐ Ability to analyze information and data to make recommendations for amendment or adoption of laws to improve the legal and judicial system.
- ☐ Ability to communicate effectively both verbally and in written format.

Note: Pursuant to CCT policies, this position is subject to post accident and reasonable suspicion drug and alcohol testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO MEET MINIMUM JOB QUALIFICATIONS WITHIN EACH INDIAN PREFERENCE CODE.

TO APPLY: Submit a signed Tribal Employment Application, resume, credentials, supporting documentation, 5 references, and a completed judicial questionnaire.

CLOSING DATE: All items listed above **MUST** be received in the Human Resources Office for consideration. This position is **open until filled with bi-weekly reviews**.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2842
jacqueline.trevino@colvilletribes.com

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