



# Confederated Tribes of the Colville Reservation

Human Resources Office

P.O. Box 150

Nespelem, WA 99155

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(509) 634-2842

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[www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Deputy Prosecutor

**SALARY:** Non ORA Attorney Pay Scale, DOE

**REPORTS TO:** Lead Prosecutor

**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** This is an exempt position. The incumbent of this position will be responsible for prosecuting criminal matters in Tribal Court; representing Tribal CFS in dependency matters in Tribal Children's Court; representing the Tribes in appellate cases before the Colville Tribal Court of Appeals; representing the Tribes at Civil infraction hearings.

## **MINIMUM QUALIFICATIONS:**

### **Education and Training:**

- ☐ Must be a graduate from an ABA accredited Law School.
- ☐ Member of the Washington State Bar Association or ability to obtain admission through reciprocity, in which case the applicant must become a member of the WSBA at the earliest, reasonable opportunity. Attorneys who are not members of the WSBA or eligible to obtain membership through reciprocity must pass the Washington State Bar within one (1) year form date of hire.
- ☐ Must be a member of good standing with all legal bars, to which the attorney is admitted, with no pending ethical compliant.
- ☐ Must communicate effectively orally and in writing.
- ☐ Must comply with the applicable ethical standards and be able to work in cooperation with others.
- ☐ Must have a minimum of at least one (1) year of previous attorney work, with preference for prior experience as a prosecutor, criminal law, public service law, and /or Indian Law.
- ☐ Must possess and maintain a valid Washington State Driver's License.
- ☐ Must pass the Colville Tribal within three (3) months of employment.
- ☐ Experience in Indian Law and Tribal Court practices preferred.
- ☐ Must successful pass the oral interview.
- ☐ Must uphold the highest level of confidentiality throughout employment and be willing to sign a confidentiality agreement.
- ☐ Must successfully clear a criminal history and back ground inquiry. Continued employment is contingent upon successful reviewed of criminal history on a continued basis.
- ☐ Must be able to ensure OPA polices are maintained while Lead Prosecutor is out on approved training and/or approved leave.
- ☐ Must have experience in the use of general office equipment such as but not limited to : Computers and associated Microsoft Word, Excel, Publisher, Power Point, Adobe Acrobat, Outlook, Calculator, fax, Copier.
- ☐ Must be advanced in communication skills; on the phone, in person, and/or in written format.
- ☐ Must have the ability to work in a high stress environment and multitask on a daily basis.

### **Knowledge, Skills, and Abilities:**

- ☐ Ability to work well under strict deadlines and under pressure.
- ☐ Practical understanding of Indian Law preferred.
- ☐ Knowledge in working in Indian County preferred.
- ☐ Knowledge with all phases of criminal prosecution preferred.
- ☐ Knowledge in Jury Trail and other Court hearing experience preferred.
- ☐ Ability and understanding that this position will be required to coordinate with the other Tribal agencies.

**NOTE:** Pursuant to Tribal Policy, this position is subject to post-accident and reasonable suspicion drug testing.

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.

**CLOSING DATE:** Applications and supporting documents **MUST** be received in the Human Resources Office by, **12:00 midnight, Friday, July 4, 2014.**

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

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

Applicant must submit required documentation as indicated. To hold your place in a job file HR will print the first page of your faxed/email applications; for further consideration forward a signed application to Human Resources by closing – ORIGINAL REQUIRED.

To be eligible for positions that require a Tribal Driver's License the applicant must be 21 years of age or older and must possess a valid state driver's license for the class of vehicle to be operated (Vehicle Policy I. A. 1-2).

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