



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(509) 634-2842. Fax (509) 634-2864 www.colvilletribes.com

POSITION: Associate Judge

SALARY: \$ DOE plus Benefits

REPORTS TO: Chief Judge

LOCATION: Colville Tribal Court, Nespelem, WA

BASIC FUNCTIONS: An Exempt position: To provide a broad range of judicial functions at the trial court level for the Confederated Tribes of the Colville Reservation's Tribal Court. Preside over Criminal, Civil, Juvenile and Administrative Appeal cases as appointed by the Chief Judge. Maintain knowledge of current case law and conduct legal research, Attend training sessions and be able to conduct staff training as requested or approved by the Chief Judge, Timely complete case dispositions and opinions. Manage court dockets. Be familiar with alternative sentencing and restorative justice. Maintain contact and positive working relationships with courts of other jurisdictions, especially tribal courts. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Training:

- ☐ Juris Doctorate Degree from a law school accredited by the American Bar Association
- ☐ Must be a member in good standing of any State Bar Association and have sufficient legal training to preside over criminal proceedings.
- ☐ Must complete a judicial questionnaire which is available from Colville Tribal Human Resources Department.
- ☐ Must provide at least five (5) references
- ☐ Must be over 21 years of age.
- ☐ Must be of high moral character
- ☐ Must comply with the Confederated Tribes of the Colville Reservation's Code of Judicial Conduct.
- ☐ Must possess a Valid Washington State Driver's License and be eligible for the Colville Tribal insurance and will maintain throughout duration of employment.
- ☐ 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 have the ability to work flexible and extended work hours as needed.
- ☐ Must successfully clear an extensive Criminal Background inquiry, Financial Inquiry, and be bondable.
- ☐ Must have strong organization, communication and interpersonal skills.
- ☐ Must have never been found guilty of a felony or convicted of a misdemeanor involving moral turpitude.
- ☐ Demonstrated history of effective problem solving and policy development skills.
- ☐ Work Experience must reflect better than average attendance.
- ☐ Must have experience in the use of Microsoft Office and general office equipment.
- ☐ 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.

Knowledge, Skills, and Abilities:

- ☐ Experience reflecting knowledge and understanding of the Colville Tribes Community and its people, including Tribal Law, Customs and traditions.
- ☐ Experience reflecting successful administrative skills in management, budget, 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 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 email or regular mail: This advertisement will run open until filed, First review in thirty (30) days.

NEW: Effective May 12, 2014: All notification 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
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Nespelem, WA 99155
(509)634-2842
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