



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: Associate Judge
SALARY: \$37.26-64.38 DOE Salary
REPORTS TO: Tribal Court Chief Judge
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: Exempt position will 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.

MINIMUM QUALIFICATIONS

Education and Training:

- Juris Doctorate Degree from a law school accredited by the American Bar.
- Must have prior successful judicial experience.
- Must have been a successful practicing attorney with a minimum of 8-10 years of experience, with background in criminal and civil law proceedings.
- Must submit a legal writing sample with application.
- Must be a member in good standing of any State Bar Association and have sufficient legal training to preside over criminal/civil proceedings.
- Must complete a judicial questionnaire which is available from Colville Tribal Human Resources, if selected for an interview will be provided a supplemental questionnaire.
- Must provide at least five (5) employment references.
- Must be of high moral character.
- Must have no finding of any ethics breaches from a Judicial Commission or Washington State Bar or any Tribal Court.
- Must comply with the Confederated Tribes of the Colville Reservation's Code of Judicial Conduct.
- Must be 21 years of age or older at time of application.
- Must reside on or near the Colville Indian Reservation or be willing to relocate to the area.

Knowledge, Skills, and Abilities:

- Requires availability 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.
- Requires the ability to work flexible and extended work hours as needed.
- Requires strong organization, communication and interpersonal skills.
- Must have never been found guilty of a felony or convicted of a misdemeanor involving moral turpitude.
- Requires better than average attendance.
- Requires advanced communication skills; on the phone, in person and in written format.
- Requires the ability to work in a high stress environment and multi-task on a daily basis.
- Must have practiced in a Tribal Court setting.
- Must be a member of the Colville Tribal Bar Association, or be able to successfully pass the Colville Tribal Bar exam as soon as possible after becoming employed but no longer than 90 days after employment begins.
- Requires successful experience working with Native American Tribes.
- Requires knowledge and understanding of the Colville Tribes Community and its people, including Tribal Law, Customs and traditions.
- Requires knowledge in the use of Microsoft Office and general office equipment.
- Requires demonstrated history of effective problem solving and policy development skills.
- Requires knowledge or education must include familiarity with Federal Indian Law, general litigation experience, and training or experience in court administration.

- Requires ability to establish and maintain effective working relationships with Tribal Officials, employees and the General Public.
- Requires ability to analyze information and data to make recommendations for amendment or adoption of laws to improve the legal and judicial system.
- Requires ability to uphold highest level of confidentiality throughout employment and be willing to sign a confidentiality agreement.
- Requires ability to communicate effectively both verbally and in written format.
- Must be respectful of employees and the public at all times.
- Requires ability to demonstrate and show humility and compassion.

NOTE: This position is identified as a safety sensitive position and is subject to pre-employment, post-accident, and reasonable suspicion drug testing. 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 15, 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-8321C

HRST 0518