



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, Office of the Reservation Attorney
SALARY: \$56.39 - \$74.33 DOE Salary
REPORTS TO: Colville Business Council Law & Justice Chair
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This is an Exempt position. The Managing Attorney will work to assure that all legal work performed by ORA attorneys and staff is provided in a timely manner and is of high quality. The Managing Attorney will be held, and hold all ORA attorneys and staff to, the highest professional, ethical, and Tribal standards in accordance to Colville Tribes' Law and Order Code and applicable Washington State and Federal Laws, rules and regulations.

MINIMUM QUALIFICATIONS

Education and Training:

- Must have a Juris Doctorate/LLM from a law school accredited by the American Bar Association. Required successful work experience is at least ten (10) years in the practice of law, and shall have substantial experience (at least five years recommended) in supervising attorneys and staff in a government attorney's office or private firm.
- Requires licensure and membership in good standing in any State Bar Association in the United States, and must be licensed by the Washington State Bar Association within two years of hire.

Knowledge, Skills, and Abilities:

- Requires expertise and experience in Indian Law and tribal government operations. Must have at least a substantial working knowledge in applicable federal and state laws, regulations and rules related to tribal governmental operations.
- Requires ability to communicate effectively verbally and in writing; requires excellent legal research and writing skills and demonstrated competence in writing correspondence, legal memoranda, drafting court documents, and reviewing media releases and other publicly-available documents created by the Tribes to assure legal accuracy and protect against disclosure of confidential or sensitive information.
- Requires the ability to use a personal computer to produce correspondence and reports, and type/keyboard accurately.
- Requires ability to present information to the CBC, in writing and orally, regarding legal matters and potential litigation options and the risks/benefits of each option.
- Requires the highest level confidentiality and behavior consistent with attorney ethics rules.
- Requires ability to work with an executive-level team to achieve common goals.
- Requires ability to develop internal policies of various types for review and approval by the Colville Business Council.
- Requires skill and experience to prepare ORA budgets based upon goals and objectives established for the ORA by the CBC.
- Must be able to monitor and maintain expenditures within approved budgets.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work in cooperation with other directors and managers in the Tribal government.
- Must convey a positive image of the ORA at all times.
- Requires the ability to maintain confidentiality of private and sensitive information.
- The Managing Attorney is expected to maintain regular working hours and be in the office or on approved travel or approved leave whenever the tribal government offices are open. In addition, the Managing Attorney is expected to be put in extended evening or weekend work hours as needed.
- Requires the ability to work in a high stress environment and multi-task on a daily basis.

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: Open continuously, for guaranteed consideration for next review; application must be received at Human Resources by **Friday, June 15, 2018.**

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
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Nespelem, WA 99155
509-634-2846
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