



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: Staff Attorney
SALARY: DOE (Based on non-ORA attorney salary scale)
REPORTS TO: Legal Office Director
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: The incumbent of this position will provide civil legal services to Tribal Members with priority given to the following areas: drafting wills and other legal instruments and providing advocacy and representation in SSI/Social Security disability claims, education-related matters, youth offenses/delinquencies, and MINOC's/dependencies.

MINIMUM QUALIFICATIONS:

Education and Training:

- ☐ Must be a member of the Washington State Bar Association or able to obtain admission by motion, in which case must become a member of the Washington State Bar Association at earliest opportunity and no later than within one year of employment or must be a licensed attorney, in which case must become a member of the WSBA at first opportunity and no later than within one year of employment. Must be a member of the Colville Tribal Bar or pass the Tribal Bar and be admitted to practice in Colville Tribal Court within ninety (90) days of hire.
- ☐ Must be a member in good standing with all bars to which attorney is admitted with no pending ethical complaints.

Knowledge, Skills, and Abilities:

- ☐ Experience and skill in relevant areas of practice as a licensed attorney.
- ☐ Maturity; commitment to serving indigent community with a wide range of legal issues; and ability to relate to clients.
- ☐ Demonstrated ability to communicate effectively verbally and in writing (writing sample is required).
- ☐ Demonstrated ability to work independently and collaboratively managing a high volume of cases.
- ☐ Competence with relevant technology and legal research techniques.
- ☐ Willingness to comply with applicable ethical standards and to work in cooperation with others.
- ☐ Ability to handle stress and provide trauma informed services.
- ☐ Experience providing advocacy and representation for disfavored and challenging clients.
- ☐ Practical understanding of Indian Law.
- ☐ Experience working in Indian Country.
- ☐ Experience with all stages of civil litigation.
- ☐ Experience representing children/juveniles.
- ☐ Experience with education-related matters (school discipline and special education) and SSI/Social Security disability claims.
- ☐ Experience drafting wills, advance directives, and powers of attorney.
- ☐ Experience working with clients with chemical dependency and mental health histories.
- ☐ Experience in poverty law preferred.

SUPPORTING MATERIALS AND TRIBAL APPLICATION MUST BE SUBMITTED TO HUMAN RESOURCES

NOTE: Pursuant to Tribal Policy, this position is subject to pre-employment, post-accident and reasonable suspicion drug/alcohol 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.

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position is safety sensitive and subject to pre-employment drug/alcohol testing and credit/financial and criminal background clearances. These clearances must be maintained throughout employment.

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.

CLOSING DATE: This position is Open Until Filled with an initial review date of **January 11, 2018**.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2842
(509)634-2181
Judy.zunie@colvilletribes.com

J-8668

HRST 1215



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: Senior Staff Attorney
SALARY: DOE (Based on non-ORA attorney salary scale)
REPORTS TO: Legal Office Director
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: The incumbent of this position will provide civil legal services to Tribal Members with priority given to the following areas: drafting wills and other legal instruments and providing advocacy and representation in SSI/Social Security disability claims, education-related matters, youth offenses/delinquencies, and MINOC's/dependencies.

MINIMUM QUALIFICATIONS:

Education and Training:

- ☐ Must be a member of the Washington State Bar Association or able to obtain admission by motion, in which case must become a member of the Washington State Bar Association at earliest opportunity and no later than within one year of employment. Must be a member of the Colville Tribal Bar or pass the Tribal Bar and be admitted to practice in Colville Tribal Court within ninety (90) days of hire.
- ☐ Must be a member in good standing with all bars to which attorney is admitted with no pending ethical complaints.

Knowledge, Skills, and Abilities:

- ☐ Experience and skill in relevant areas of practice as a licensed attorney with at least five years of such practice.
- ☐ Maturity; commitment to serving indigent community with a wide range of legal issues; and ability to relate to clients.
- ☐ Demonstrated ability to communicate effectively verbally and in writing (writing sample is required).
- ☐ Demonstrated ability to work independently and collaboratively managing a high volume of cases.
- ☐ Competence with relevant technology and legal research techniques.
- ☐ Willingness to comply with applicable ethical standards and to work in cooperation with others.
- ☐ Ability to handle stress and provide trauma informed services.
- ☐ Experience providing advocacy and representation for disfavored and challenging clients.
- ☐ Practical understanding of Indian Law.
- ☐ Experience working in Indian Country.
- ☐ Experience with all stages of civil litigation.
- ☐ Experience representing children/juveniles.
- ☐ Experience with education-related matters (school discipline and special education) and SSI/Social Security disability claims.
- ☐ Experience drafting wills, advance directives, and powers of attorney.
- ☐ Experience working with clients with chemical dependency and mental health histories.
- ☐ Experience in poverty law preferred.

SUPPORTING MATERIALS AND TRIBAL APPLICATION MUST BE SUBMITTED TO HUMAN RESOURCES

NOTE: Pursuant to Tribal Policy, this position is subject to pre-employment, random, post accident and reasonable suspicion drug/alcohol 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.

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position is safety sensitive and subject to pre-employment and random drug/alcohol testing and credit/financial and criminal background clearances. These clearances must be maintained throughout employment.

G-7656

HRST 1215

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.

CLOSING DATE: This position is Open Until Filled with an initial review date of **January 11, 2018.**

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