



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: Deputy Prosecutor
SALARY: \$32.84- \$39.01 DOE
REPORTS TO: Managing Prosecutor
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This position is Exempt; This position will be responsible for ensuring proper representation is given to the Tribes in Criminal Proceedings, MINOC proceedings, Range Impoundment hearings, Natural Resource Enforcement hearings, and a variety of civil infraction hearing before the Colville Tribal Court. Will represent the Tribes in the Healing to Wellness Court. And will represent the Tribes in appellate cases before the Colville Tribal Court of Appeals. This is a contract position.

MINIMUM QUALIFICATIONS:

Education and Training:

- Graduate from a law school accredited by the American Bar Association. Attorney must be a member of the Washington State Bar Association and Colville Tribal Bar in good standing throughout employment. Attorney is admitted to practice before the following courts: all Washington State Courts and the United States District Court. Incumbent will be required to have minimum of (4) years of previous attorney work, preference given for prior experience in criminal law, dependency, prosecution, and/or Indian Law.
- Required License to practice Law in Washington state, ability to pass Colville Tribes Bar within 90 days of hire and maintain throughout employment. Washington State Driver License. Must exercise due diligence adhere to the ethical standards of the WSBA Rules of Professional Conduct.

Knowledge, Skills, and Abilities:

- Requires extensive knowledge of areas of Federal Indian Law.
- Requires knowledge of cultural competence or be willing to learn, understand, appreciate and adapt to Tribal Court environment and Indian culture. This will include understanding how advocacy may differ within the context of the Colville Tribal Court versus Anglo- Court systems.
- Requires demonstrated knowledge of criminal and MINOC procedures.
- Requires knowledge to create own documents using Microsoft Office products.
- Requires knowledge of Colville Tribes Law and Order Code or be willing to learn, understand, appreciate and adapt to the referenced Code.
- Requires a working knowledge of office practices, procedures, and equipment, including filing systems, receptionist and telephone techniques, and letter/ report writing.
- Requires business mathematics skills to compute sums and statistics.
- Requires skill using the English language, grammar, spelling, punctuation, and proof reading/editing, to prepare routine, yet professional correspondence.
- Requires sufficient human relations skills to present a positive image of the department, convey technical information to others, and use patience and sensitivity in dealing with a diverse population that can be hostile and confrontational.
- Requires ability to communicate effectively both verbally and in written form.
- Requires the ability to work as a team player with varying levels of professionals.
- Requires the ability to learn and utilize Indian Law as it relates to MINOC proceedings, Criminal matters, and jurisdictional issues in Indian Country.
- Requires the ability to manage a large caseload. Requires the ability to work with a high level of integrity and work ethic.
- Must have the ability to work with other courts, law enforcement, legal offices, and the public.

- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively.
- Requires the ability to use a personal computer to produce correspondence and reports, must be able to type and use a keyboard accurately.
- Requires the ability to maintain confidentiality of private and sensitive information. Requires the ability to work varying flexible and extended work hours.
- Requires the ability to work in a high stress environment and multi-task on a daily basis.
- Requires the ability to uphold the highest level of confidentiality throughout employment and maintain confidentiality thereafter leaving the position, and willing to sign a confidentiality agreement.
- Requires the ability to successfully clear a criminal background inquiry with a history of no violations, which effect ability to practice law within the Colville Tribal Court, and maintain clearance throughout employment.

Special Conditions

- This position is identified as a safety sensitive position and is subject to pre-employment, post-accident, and reasonable suspicion drug testing. Must submit to and successfully clear an extensive criminal background inquiry with a history of no violations that which effect ability to practice law within the Colville Tribal Court and maintain clearance throughout employment.
- Must have no pending disciplinary actions before any state or tribal bar association, no finding of dishonesty in any court: tribal, state, and/or federal. Must notify immediate supervisor of any involvement with law enforcement, which is not work related within 72 hours.

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

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

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office; This Position is open till filled with weekly reviews.

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

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.

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