



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: Spokesperson Sr (Criminal Case Manager)

SALARY: \$27.06-\$32.14

REPORTS TO: Centralized Service Manager

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This position is Exempt. This position is responsible for managing, monitoring and ensuring all criminal cases in the office are ready to proceed through the various procedural steps and hearings that are part of the criminal justice system.

MINIMUM QUALIFICATIONS:

Education and Training:

- ☐ Requires a BA or BS from an accredited college in a related subject and 6 years of experience demonstrating the ability to perform the duties and responsibilities of the position preferred.

Knowledge, Skills, and Abilities:

- ☐ Requires extensive knowledge of areas of Federal Indian Law.
- ☐ Requires knowledge of Colville Tribes Law and Order Code or be willing to learn, understand, appreciate and adapt to the referenced Code.
- ☐ 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 proficiency in Colville Tribal Court procedures and legal terminology.
- ☐ Requires proficiency and effective oral advocate for clients in court.
- ☐ Requires knowledge of legal terms and phrases, as well as the appropriate use, preparation and processing of legal pleadings including but not limited to; Summons, Motions, Subpoenas, Notice of Appearance, Demand for Discovery and Supplemental Demand for Discovery.
- ☐ Requires proficiency in the Indian Child Welfare Act. Requires proficiency in the Colville Civil Rights and Indian Civil Rights Act. Requires proficiency in the conduct of legal research and writing including use of WestLaw and WestLaw Next.
- ☐ Requires superior knowledge of business communication including but not limited to business letter writing, punctuation, spelling, grammar, syntax and tone.
- ☐ Requires knowledge of tribal government procedures, including but not limited to purchasing, payable, approvals, timekeeping, and payroll.
- ☐ Requires knowledge Microsoft Office Suite as well as operation and maintenance of office equipment. Requires proficiency in the use of defender Data case management software.
- ☐ Requires detailed and thorough preparation, evaluation of legally complex procedural and proof requirements as well as in-court oral advocacy.
- ☐ 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 the ability to learn and utilize Indian Law as it relates to MINOC proceedings, Criminal matters, and jurisdictional issues in Indian Country.
- ☐ Must be able to work in a multi-disciplinary team, understanding that all members of the department have a part to play in accomplishing the goals of the department.

- ☐ Requires cultural competence or be willing to learn, understand, appreciate and adapt to the Tribal Court environment and Indian culture.
- ☐ Requires the ability to work with other courts, law enforcement, legal offices, and the public.
- ☐ Requires the ability to independently manage a large volume of active files and process them for case management deadlines with complete accuracy.
- ☐ Requires the ability to form cooperative working relationships with police, case workers, prosecutors, corrections, mental health and alcohol treatment professional as well as probation and parole staff.
- ☐ Requires the ability to embrace the principles of the presumption of innocence and that even the guilty have a right to require the Tribes prove their guilt beyond a reasonable doubt.
- ☐ Requires the ability to handle the stress inherent in a high volume legal practice where multiple priorities must be managed.
- ☐ Requires the ability to maintain effective professional relations and use good judgement in evaluating situations and making decisions.
- ☐ Requires the ability to assist a diverse population of clients which will include some who are difficult to deal with, who may be rude and demanding or who are non-cooperative and blaming while maintaining a positive, non-defensive attitude.
- ☐ Requires the ability to work with a high level of integrity and work ethic.
- ☐ 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 manage a large caseload.
- ☐ 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 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.

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 by Friday September 30, 2019 by 4:00 pm.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
Phone:(509) 634-2181 FAX:(509) 634-2864
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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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