



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

Closing Date: Open till Filled

Position: Chief Judge

Salary: \$56.98 \$78.88

Reports to: Appellate Court Judge

Location: Nespelem, WA

BASIC FUNCTIONS: The Chief Judge is a contract position responsible for maintaining a fair and just court system for the Confederated Tribes of the Colville Indian Reservation pursuant to the Constitution of the Confederated Tribes of the Colville Reservation.

Minimum Qualifications

Education & Training

- Must have Juris Doctorate plus five years related work experience.
- Must be 21 years of age or older at the time of application.
- Must be a graduate from an accredited law school by the American Bar Association.
- Member of the **Washington State Bar Association** or able to obtain admission by motion and the **Colville Tribal Bar Association**. Or, be able to successfully pass the Washington State Bar exam within 1 year of hire and the Colville Tribal Bar exam soon as possible after becoming employed but no longer than 90 days after employment begins.
- Requires a valid drivers' license and be eligible for the Tribes' vehicle insurance.

Knowledge & Skills & Abilities

- Requires experience with working with tribal communities, and a working knowledge of the differences between tribal customs/traditions, statutory and case law and federal law, and tribal customs/traditions, statutory and case law and state law.
- Prior judicial experience is preferred. Requires experience with working with tribal governments, both the tribal representatives and tribal administration, is preferred.
- Experience in writing judicial opinions, and/or orders, is preferred. A writing sample will be required.
- Requires experience in staff supervision, budget planning, problem solving, and policy development skills strongly preferred.
- Work history must reflect a superior attendance record.
- Requires general working knowledge of relevant computer programs and computerized legal research tools.
- Requires better than average communications skills, both oral and written, are required.
- A record of maintaining and demonstrating high ethical standards in all previous employment is essential.
- Requires the ability to work in a high stress environment and multi-task on a daily basis.
- Requires the ability to work flexible and extended work hours if needed, including weekends.
- Requires the ability to communicate effectively, have strong organizational and interpersonal skills.
- Requires the ability to establish and maintain effective working relationships with Tribal Officials, employees and the general public.

- Requires the ability to analyze information and data to make recommendations for amendment or adoption of laws to improve the legal and judicial system when appropriate.
- Requires the ability to uphold the highest level of confidentiality throughout employment and be willing to sign a confidentiality agreement.

Special Conditions

- This position is identified as a safety-sensitive position and is subject to pre-employment, post-accident, random, 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: 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: 509-634-2842 / (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.