

# Associate Judge (L-7004)

**Job Location:** Nespelem - , WA

**Education Level:**

Graduate Degree

## Description

**CLOSING DATE: OPEN UNTIL FILLED; FIRST REVIEW DATE: FRIDAY, NOVEMBER 20, 2020**

**POSITION:** Associate Judge

**SALARY:** DOE

**REPORTS TO:** Tribal Courts Chief Judge - Steve Aycock

**LOCATION:** Colville Tribal Courts, Nespelem, Washington

**BASIC FUNCTIONS:** Exempt position will provide a broad range of judicial functions at the trial court level for the Confederated Tribes of the Colville Reservation's Tribal Court. Preside over cases of Criminal, Civil, Juvenile and Judicial Review of Administrative Hearings as appointed by the Chief Judge. The Tribal Court is a separate branch of government as set forth in the Constitution of the Colville Confederated Tribes. Judges are constitutionally appointed by the Colville Business Council with conditions set by contract. The person filling this position will be evaluated and mentored to potentially become Chief Judge in late 2022.

## Qualifications

### MINIMUM QUALIFICATIONS:

#### Education and Training:

- Requires a Juris Doctorate Degree from a law school accredited by the American Bar Association. Prior successful judicial experience preferred.
- Must have been successful practicing attorney with a minimum of 8-10 years of experience, with background in criminal and civil law litigation preferred.
- Must be a member in good standing of any State Bar Association and have sufficient legal training to preside over criminal/civil proceedings. Practice in a Tribal Court setting preferred.
- Must be a member of the Colville Tribal Bar Association or be able to successfully pass the Colville Tribal Bar exam as soon as possible after becoming employed but no longer than 90 days after employment begins.
- Requires successful experience working with Native American Tribes.
- Must submit a legal writing sample with application.
- Must complete a judicial questionnaire which is available from Colville Tribal Human Resources, if selected for an interview will be provided a supplemental questionnaire.
- Must provide at least five (5) employment references.
- Must have no finding of any ethics breaches from a Judicial Commission or Washington State Bar or any Tribal Court.
- Must have never been found guilty of a felony or convicted of a misdemeanor involving moral turpitude.
- Must reside on or near the Colville Indian Reservation or be willing to relocate to the area.

#### Knowledge, Skills, and Abilities:

- Requires knowledge and familiarity with Federal Indian Law and training or experience in court administration preferred.
- Requires knowledge in the use of Microsoft Office and general office equipment.
- Requires strong organization and interpersonal skills.
- Requires demonstrated history of effective problem solving and policy development skills.

- Requires advanced communication skills: on the phone and in written format.
- Requires the ability to obtain knowledge and understanding of the Colville Tribes Community and its people, including Tribal Law, Customs and Traditions.
- Requires the ability to be available by phone 24 hours per day/365 days per year to hear requests for extradition warrants, search warrants and other orders of an immediate nature.
- Requires the ability to work flexible and extended works hours as needed and requires regular, consistent attendance.
- Requires the ability to work in high stress environment and multi-task on a daily basis.
- 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.
- Requires the ability to uphold highest level of confidentiality throughout employment.
- Requires the ability to demonstrate and show humility and compassion.
- Must be respectful of employees and the public at all times.
- Must be of high moral character.
- Must comply with the Confederated Tribes of the Colville Reservation's Code of Judicial Conduct.

Note: Pursuant to Tribal Policy, if this position is safety sensitive it is subject to pre-employment drug testing. In addition, this position is subject to 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.

If required of this position, you 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.

**INFORMATION:** Confederated Tribes of the Colville Reservation, Human Resources Office, P. O. Box 150, Nespelem, WA 99155, 509-634-2296, [roberta.hall.hrs@colvilletribes.com](mailto:roberta.hall.hrs@colvilletribes.com)