

Managing Attorney Public Defender's Office (RM-8734)

Job Location Nespelem - , WA

Position Type Contract Employee

Education Level Graduate Degree

Salary Range \$82,451.00 - \$97,926.00 Salary/year

Description

CLOSING DATE: Open Until Filled, Next Review Date June 25, 2021

POSITION: Managing Attorney, Public Defender

SALARY: \$82,451- \$97,926, Salary/year DOE

REPORTS TO: Centralized Services Director

LOCATION: Public Defender's Office; Nespelem, Washington

Basic Functions: Represents Tribal members in criminal matters in Colville Tribal Court and Court of Appeals. Represents Tribal indigent parents in dependency matters related to Colville Tribal Children's Court.

Qualifications

MINIMUM QUALIFICATIONS:

Education and Training:

- Graduate from a law school accredited by the American Bar Association
- Must be a member of the Washington State and Colville Tribal Bar Associations in good standing with no pending ethical complaints and remain 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 a minimum of one (8) years of previous attorney work, preference give for prior experience in criminal law, indigent representation, public service law, and/or Indian Law.
- Preferably thirty-six (36) months of successful experience in managing staff
- Requires a valid driver's license and be eligible for the Tribes' vehicle insurance.
- Must be a member of the Washington State Bar Association or able to obtain admission by motion.
- Must be a member of the Colville Tribal Bar or pass the Tribal Bar and be admitted to practice in Tribal Court within 90 days of hire.

Knowledge, Skills, and Abilities:

- Requires extensive knowledge of areas of law pertaining to Indian Child Welfare Act of 1978
- Requires knowledge of cultural competence or be willing to learn, understand, appreciate and adapt to Tribal Court environment and Indian culture, which will include understanding how advocacy may differ within the context of the Colville Tribal Culture than in other cultures
- Requires demonstrated knowledge of criminal/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 statics.
- Requires skill using the English language, grammar, and spelling, punctuation, proofreading/editing, to prepare routine, yet professional correspondence.
- Requires sufficient human relations skills to make 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 understanding, or be willing to understand, appreciate and adapt to the differences when working with Indian culture/lifestyles and the distinct differences within the Tribes.
- Requires ability to communicate effectively orally and in writing.
- Requires the ability to uphold highest level of confidentiality throughout employment and maintain confidentiality after leaving the position.
- Must be willing to sign a confidentiality agreement.
- Requires ability to work as a team with a variety of level of professionals.
- Requires ability to learn and utilize Indian Law as it relates to MINOC, Criminal, and jurisdictional responsibilities in Indian Country.

- Requires ability to develop internal policies for review and approval by the Public Safety Director and Executive Director.
- Requires experience with preparing, managing, and reconciling Program Budgets.
- Requires ability to work effectively with high level judicial temperament, integrity and ethics with courts of other jurisdiction, tribal legal offices and representatives, 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 with other teams and external customers and convey a positive image of the Tribal government and its services.
- Requires the ability to use a personal computer to produce correspondence and reports, and type/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 high stress environment and multi-task on a daily basis.
- Requires willingness to comply with the ethical standards and be able to work in cooperation with others.

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, 509-634-2846, rhandi.morin.hrs@colvilletribes.com