



# **SPOKANE TRIBE OF INDIANS**

**HUMAN RESOURCES DEPARTMENT  
P.O. BOX 206, WELLPINIT, WA. 99040  
PHONE (509) 458-6527 FAX (509) 458-6556**

## **JOB ANNOUNCEMENT**

<b>VACANCY ANN.#:</b>	<b>STOI-21-183</b>
<b>TITLE:</b>	<b>SPOKANE TRIBAL COURT CHIEF JUDGE</b>
<b>DEPARTMENT:</b>	<b>JUDICIAL</b>
<b>SUPERVISOR:</b>	<b>SPOKANE TRIBAL COUNCIL</b>
<b>LOCATION:</b>	<b>SPOKANE TRIBAL COURT BUILDING, WELLPINIT, WA</b>
<b>STATUS:</b>	<b>CONTRACT, FT, EXEMPT</b>
<b>RATE OF PAY:</b>	<b>DOE, DOQ</b>
<b>OPENING DATE:</b>	<b>JULY 12, 2021</b>
<b>CLOSING DATE:</b>	<b>AUGUST 9, 2021</b>

*The Spokane Tribe of Indians is a great place to work! We offer competitive Benefits, matched 401K, & incentives that include; possible Commute Allowances, Flex Schedules, moving expenses, signing bonuses, and generous paid time off, with twenty-two paid holiday/wellness days off per year, plus Personal Time Off (PTO) accrual and cash-out ability!*

The Spokane Tribe is seeking a qualified person to serve as Chief Judge of the Spokane Tribal Court located at Wellpinit, Washington on the Spokane Indian Reservation. The Spokane Tribal Court is located approximately 50 miles northwest of Spokane, Washington. The Spokane Tribe exercises jurisdiction over a broad range of civil and criminal matters, including criminal traffic, civil tort, family law, probate, consumer debt, and civil traffic cases. The Chief Judge also serves as the lead Court Administrator. It is anticipated that judicial duties will be shared with one part-time associate judge and judges pro tempore.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Serve as Chief Judge for the Spokane Tribal Court. Preside over cases brought before the Tribal Court under the Revised Spokane Law and Order Code ("RSLOC"). Hear and adjudicate matters filed in the Spokane Tribal Court.
- Assign cases to associate and pro tem judge(s) as needed.
- Supervise associate and pro tem judges
- Serve as the lead Court Administrator and supervise the assistant Court Administrator in the setting, amending and management of budgets, and grant management and reporting,
- Prepare and issue written orders, judgments, search and arrest warrants.
- Provide legal research and writing when necessary for the decision in a case in a timely manner.
- Develop and implement policy and procedures that compliment current court policies.
- Supervise Court Clerks to ensure accurate records of cases and court hearings are properly maintained.
- Report quarterly to Tribal Council and submit an annual written report.
- Communicate the needs of the Spokane Tribal Court to the Tribal Council.

- Facilitate alternative dispute resolution.

**KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:**

- Demonstrated knowledge in current and historical federal Indian law issues, tribal customs and traditions, and code reading and writing.
- Ability to apply laws rules, regulations and ordinances of the Spokane Tribe of Indians, and applicable Federal Law.
- Ability to make independent and impartial decisions after weighing all facts and applicable law.

**SPECIAL CERTIFICATIONS REQUIRED:**

- Active bar membership with no current or unresolved disciplinary proceedings

**MINIMUM QUALIFICATIONS:**

- Must be at least 25 years of age
- Must have a minimum of seven (7) years of experience as a law trained attorney with:  
At least five (5) years' experience as a Judge, with extensive experience in:
  - a. Criminal Prosecution, Juvenile Delinquency and Protection,
  - b. Family Law and Support,
  - c. Civil Adjudications, including complex litigation under the Federal Rules of Evidence,
  - d. Probate and Guardianship,
  - e. Federal Indian Law and Tribal Law,
- 3 years active judging for a Tribe.
- Active Bar Membership with no current or unresolved disciplinary proceedings
- Must have a valid Washington State Driver's License and be insurable through the Tribal insurance plan.
- Must pass a criminal background check, and never have been convicted of a felony or of a misdemeanor involving dishonesty.

Interested applicants should submit a Spokane Tribe of Indians Employment Application, letter of interest including salary requirements and hours of availability, along with a current resume and the names of at least three professional references.

**Applications are available at the Tribal Human Resource Department or can be downloaded at [www.spokanetribe.com](http://www.spokanetribe.com)**

**Contact Sabrina McCoy or Andrea Flett**

**P.O. Box 206 Wellpinit, WA 99040**

**509-458-6583 or 458-6527 Fax: 509-458-6556**

**E-mail: [hrrfrontdesk@spokanetribe.com](mailto:hrrfrontdesk@spokanetribe.com)**

**Applications must be received in the Human Resource Department no later than 4:30 p.m. on the closing date.**

**The Spokane Tribe reserves the right to hire according to its Indian Preference Policy  
All Applicants are subject to a Pre-Employment Drug Test**

**All Positions with the Spokane Tribe of Indians are subject to a 90-day orientation period**