

Chief Judge (G-13715)

Job Details

Job Location

Nespelem - , WA

Position Type

Contract Employee

Education Level

Graduate Degree

Closing Date: Open till Filled; weekly reviews

Position: Chief Judge

Salary: DOE

Reports to: Appellate Court Judge

Location: Tribal Court, Nespelem, WA

Basic Functions: The Chief Judge is a FLSA exempt, appointed 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 and Training:

- Juris Doctorate plus five years related work experience. Must be 30 years of age or older at the time of application. Must be a graduate from an accredited law school by the American Bar Association and a member of the **Washington State Bar Association** and **Colville Tribal Bar Association**, or be able to successfully pass the Colville Tribal Bar exam soon as possible after becoming employed but no longer than 120 days after employment begins.

Knowledge, Skills, and Abilities:

- Requires experience with working with tribal communities and a working knowledge of the differences between tribal customs/traditions, statutory and case law, and tribal, federal and state law.
- Prior judicial experience is preferred.
- Requires experience working with tribal governments; experience in working with both tribal elected representatives and tribal administrative staff is preferred.
- Requires 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 verbal and written.
- Requires 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 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 willingness to sign a confidentiality agreement.

Note: Pursuant to Tribal Policy, if this position is safety sensitive it is subject to pre-employment drug testing. In addition, pursuant to Tribal Policy, 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 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, October 29, 2021.**

INFORMATION: Confederated Tribes of the Colville Reservation, Human Resources Office, P. O. Box 150, Nespelem, WA 99155, **Grace Ferguson 509-634-2844** grace.ferguson@colvilletribes.com

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.