



COLVILLE CONFEDERATED TRIBES

Personnel Office

P.O. Box 150

Nespelem WA 99155

(800) 506-9434

(509) 634-2842

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www.colvilletribes.com

POSITION: Tribal Prosecuting Attorney

SALARY: D.O.E., Contract Employee

REPORTS TO: Executive Director

LOCATION: Nespelem, Washington

General:

The Confederated Tribes of the Colville Reservation (Colville Tribes) is a federally recognized Indian Tribe residing on and governing a reservation approximately 1.4 million acres. The Colville Tribes is governed by a fourteen member Business Council, the Colville Tribal Constitution provides for a separate judiciary branch. The Colville Tribal Court system has both trial and appellate divisions. In addition, the Colville Tribes has provided for an Administrative Court. The seat of Tribal government is at Nespelem, Washington. The Colville Reservation is situated in a rural area approximately 90 miles from Spokane and 240 miles from Seattle.

The Colville Tribes has enacted its own law & order code and has established its own Tribal police to enforce those laws on the Colville Reservation. In addition, the Tribes has a Fish and Wildlife and Parks Departments with police responsibilities. The Colville Tribes has assumed jurisdiction under the Indian Child Welfare Act (ICWA).

General Scope of Duties: The Colville Confederated Tribes Prosecutor's Office is responsible for representing the Tribes in all criminal prosecution and child dependency proceedings in Tribal Court. The Tribal Prosecutor is also responsible for some representation in federal court, primarily in Habeas Corpus cases, as well as coordination with federal prosecutors in the enforcement of federal law on the Colville Reservation. The Tribal Prosecutor's Office is responsible for providing advice to the Tribal police and other Tribal law enforcement agencies. In state court the Prosecutor's Office represents the Tribes in cases under the Indian Child Welfare Act. The Prosecutor's Office also represents specific Tribal departments in civil and administrative matters pertaining to the Policy & Procedures of the Colville Confederated Tribes in the Colville Administrative Court.

Specific

Responsibilities:

The Lead Prosecuting Attorney is responsible for:

1. Manage an office with three attorneys (including the lead prosecutor) and two office support staff
2. Preparing and manage the Department budget as part of the Colville Tribes' holistic management plan.
3. Coordinate the assignment of all attorney work among the professional staff, as well as being responsible to assure that the work is completed.
4. Coordinate with and report to the Public Safety Administrator on all administrative matters.
5. Maintain a caseload.
6. Advise and train the Colville Tribal Police, Children Family Services (CFS) and other Tribal Departments as assigned.
7. Undertake such other responsibilities as might be delegated under Tribal law.

Minimum

Qualifications:

• Demonstrated ability to work with and manage a professional staff using tact, diplomacy and mutual consideration.

• Graduate from a law school accredited by the American Bar Association and be a member of the Washington State and Colville Tribal Bar Associations. If the successful applicant is not a member of the

Washington State or Colville Tribal Bar Association, the applicant shall take and pass the next offered State bar and will take and pass the Colville Tribal bar examine within 30 days or as soon there after as the Tribal Court can schedule the exam.

- Have a minimum of **3 to 6 years experience** in criminal law, preferably as a prosecutor.
- Administrative or management experience is preferred.
- Possess or obtain a valid Washington State Driver's License.

Contract Position: The position of Lead Prosecutor is a contract position under 25 USC 81. As a result, employment rights are determined under the contract and the Tribes' normal Personnel Policies and Procedures will not apply.

References etc.: Submit a resume, three references, including reference from previous employer, and a signed waiver to allow the Tribes to perform a required criminal background check.

- TRIBAL AND INDIAN PREFERENCE WILL BE GIVEN. Veterans will be given priority over equally qualified applicants in the same preference code.

Closing Date: The announcement will remain in effect until the position is filled; however to receive guaranteed consideration, applications must be submitted **by December 20, 2002 or be postmarked by that date.**

Information: Colville Confederated Tribes
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