



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

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POSITION: Senior Attorney

SALARY: \$DOE

REPORTS TO: Managing Attorney

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This is an Exempt position. The Sr. Staff Attorney provides complex legal services with a minimum of supervision and to handle significant legal matters for the ORA as needed, including delegation of Managing Attorney's duties as needed. This position will provide services assigned by the Managing Attorney based upon experience and expertise. The Sr. Staff Attorney conducts legal research and drafts a wide range of legal and policy documents for the Tribes, and provides legal services to three or more tribal programs. This position is expected to work independently on issues assigned.

MINIMUM QUALIFICATIONS:

Education and Training:

- Requires a Juris Doctorate/LLM from a law school accredited by the American Bar Association.
- Must have at least 7 years' experience as a practicing attorney following passage of any state bar, preferably in a tribal government operation.

Licenses and Certificates

- Requires a valid drivers' license and be eligible for the Tribes' vehicle insurance.
- Requires licensure and membership in good standing in any State Bar Association in the United States, and must be licensed by the Washington State Bar Association within two years of hire.
- Must be a member of the Colville Tribal Bar or pass the Tribal Bar and be admitted to practice in Tribal Court within six months of hire.

Knowledge, Skills, and Abilities:

- Requires exceptional expertise in Indian Law and tribal government operations and expert working knowledge in applicable federal and state laws, regulations and rules related to tribal governmental operations.
- 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 statistics.
- Requires skill using the English language, grammar, spelling, punctuation, and proof reading/editing to prepare routine, yet professional correspondence.
- Requires sufficient human relations skills to convey a positive image of the ORA and Colville Tribes at all times.
- Requires the ability to communicate effectively verbally and in writing.
- Requires excellent legal research and writing skills in order to write correspondence, legal memoranda, and draft court documents.
- Requires the ability to present proposals to a Tribal Council or other governing body.

- Requires the ability to use a personal computer to produce correspondence and reports, and type/keyboard accurately.
- Requires the highest level confidentiality and behavior consistent with attorney ethics rules.
- Requires ability to work with other ORA attorneys as a team to achieve common goals.
- Requires the ability to supervise other staff attorney or staff when needed.
- Requires ability to review and analyze internal policies and recommend improvements.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work in cooperation with others in the Tribal government.
- Requires the ability to maintain confidentiality of private and sensitive information. This position is expected to maintain regular working hours and be in the office or on approved travel or approved leave whenever the tribal government offices are open.
- Requires the ability to work in a high stress environment and multi-task on a daily basis.
- Requires the ability to Negotiate, draft and review contracts and MOUs or other legally enforceable agreements for the CCT; reviews and revises a wide range of policies and develops model contracts and other legally enforceable agreements for the use of program managers.
- Requires the ability to understand, appreciate, and adapt to the differences when working with Indian culture/lifestyles and the distinct differences within the Tribes.

Special Conditions

- Must submit to and successfully clear an extensive criminal background inquiry with a history of no violations that which effect ability to practice law within the Colville Tribal Court and maintain clearance throughout employment.
- Must have no pending disciplinary actions before any state or tribal bar association, no finding of dishonesty in any court: tribal, state, and/or federal.
- Must notify immediate supervisor of any involvement with law enforcement which is not work related within 72 hours.
- Work history must demonstrate strict compliance with an attorney's ethical obligations of competence, diligence, loyalty, honesty, and confidentiality.

NOTE: Pursuant to Tribal Policy, this position is subject to, post-accident and reasonable suspicion 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 -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. This position is open till filled with weekly reviews.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2181
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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.