



Quileute Tribal Council

• QUILUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



JOB TITLE: **Associate Judge of the Quileute Tribal Court**
ORGANIZATION: Quileute Tribal Court
SUPERVISOR: Court Administrator
SALARY RANGE: DOQ/DOE (Daily Flat rate/Hourly Rate for Services Provided Off-Site)
CLOSING DATE: Until Filled

POSITION SUMMARY:

The Quileute Tribe is requesting proposals from well-qualified judges and attorneys interested in serving as Associate Judge for the Quileute Tribal Court. The Associate Judge is responsible for the fair and impartial administration of justice for cases and controversies arising within the jurisdiction of the Quileute Tribe. Duties include presiding over and adjudicating a variety of hearings related to Indian Child Welfare, traffic infractions, and criminal matters. The Associate Judge provides on-site judicial services one day per month and may also provide judicial services off-site via telephonic or electronic means. Other judicial duties may be assigned as required. The Associate Judge will join a court staff which includes a Chief Judge, Court Administrator, Court Clerk, Prosecutor, Public Defender, and Conflict Public Defenders.

DUTIES AND RESPONSIBILITIES:

- Must possess a Juris Doctorate from an ABA accredited law school.
- Must be a member in good standing of the Washington State Bar Association.
- Must have at least three years of experience as a judge or attorney in tribal court(s) and have demonstrated experience with the concepts of tribal law and the principles of tribal sovereignty and jurisdiction.
- Must have considerable knowledge of the rules of statutory construction, whether within a tribal jurisdiction or otherwise.
- Must not have been convicted of a felony or a crime involving dishonesty or have been disbarred in any jurisdiction.
- Must pass a thorough background investigation.
- Must be able to travel and hold hearings both in person in La Push, Washington, and telephonically as necessary to efficiently and effectively administer justice.
- Must have a sincere commitment to administering justice in a fair and impartial manner.

Compensation/Hours of Work:

The Quileute Tribe and Associate Judge will enter into a one-year judicial services contract from October 1, 2018 to September 30, 2019. The Tribe is requesting compensation proposals which clearly set forth a daily flat rate for court days and an hourly rate for offsite services (i.e., conducting telephonic hearings, drafting orders, and other judicial administration services). Mileage reimbursement is provided by the Tribe at the standard federal GSA rate.

The Associate Judge's regular court day is the second Tuesday of each month, however, there may be some flexibility in setting a different court day to accommodate the Associate Judge's schedule. It is anticipated that the Associate Judge will provide approximately 8 to 10 hours of judicial services per month.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

HOWTOAPPLY:

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe
Ms. Gina Gonzales-Leva, HR
Director Department of Human
Resources
P.O. Box 279
La Push, Washington
98350

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.