

Request for Quote (RFQ) for Services-Tribal Court Associate Judge

Position Title: Associate Judge of the Quileute Tribal

Court Date Opened: October 16, 2020

Position Type: Part-Time Contract Services

Administrative Rate: One Year

Pay Rate: DOE (Daily Flat Rate/Hourly Rate for Services Provided Off-Site)

Application Deadline: October 25, 2020

Summary of Duties and Responsibilities:

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.

Minimum Qualifications:

- 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 administer justice efficiently and effectively.
- 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 a one-year judicial services contract from October 1, 2020 to September 30, 2021. 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 may be provided by the Tribe at the standard federal GSA rate.

The Associate Judge's regular court day is the first 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.

Selection Process:

Candidates and proposals will be screened and reviewed after the closing date. Finalists will be invited for interviews.

To Apply:

Please submit a complete proposal regarding compensation, a cover letter, resume, three references, and a writing sample to:

*Quileute Tribal Court
Attn: Court Administrator
Quileute Tribal Court Administrator
P.O. Box 69
La Push, Washington 98350*

court.administrator@quileutenation.org

(369) 374-4305 (Office)

(360) 374-2575 (Fax)