

JOB ANNOUNCEMENT

POSITION: PROJECT DIRECTOR

This position is funded under a grant from the Administration for Native Americans, U.S. Department of Health and Human Services through September 29, 2013.

LOCATION: Northwest Intertribal Court System
20818 – 44th Avenue W., Suite 120
Lynnwood, WA 98036-7709

SUPERVISED BY: Executive Director of the Northwest Intertribal Court System

STATUS: Full Time – Exempt

SALARY: D.O.Q.

FRINGE BENEFITS: Health, dental, life and disability insurance. Pension plan. Annual and medical leave. Fourteen paid holidays. Flextime system available.

QUALIFICATIONS: Graduate of an ABA accredited law school and member in good standing of the Washington State Bar Association (“WSBA”). Minimum five (5) years experience in Indian Law desired. Strong research, writing, and verbal communication skills including interest/experience in grant writing. Ability to work independently, travel to tribal reservations in Western Washington, and appreciate the unique legal and cultural systems of the various tribes. Prefer experience working with tribal governments, communities and/or justice systems. Native American preferred.

RESPONSIBILITIES: Duties include, but are not limited to, the following:

Contact Tribal Councils and other tribal representatives to determine specific local factors affecting the development of appellate procedure codes, cyber criminal provisions, and enhanced sentencing procedure codes.

Assist in the formation of code committees at each tribe and hold meetings to discuss the specific tribal needs.

Prepare drafts of appellate procedure codes, cyber criminal provisions, and enhanced sentencing provisions tailored to the individual needs of each tribe.

Meet with the code committees to review drafts and obtain feedback to be incorporated into interim drafts.

Prepare final drafts of each code and submit them to the code committees.

Report progress to the governing bodies of each tribe on a quarterly basis.

Recruit, assign and supervise work of specialized contract personnel, Project Researcher, and Project Secretary.

Prepare all programmatic reports and, as requested, assist with financial reporting for NICS and the Administration for Native Americans (ANA).

OTHER REQUIREMENTS:

Be dependable, hard working, and trustworthy, as may be demonstrated through history of continuous long-term employment.

Be able to work flexible hours when necessary.

Must possess and maintain a valid Washington State Driver's License.

Must pass a criminal background check and have no criminal law violations for the past five (5) years and no felony convictions whatsoever.

PHYSICAL REQUIREMENTS:

Light lifting and stretching.

Manual and finger dexterity for the operation of a personal computer, calculator, and routine paperwork.

Ability to sit for extended lengths of time.

Tolerance to be exposed to computer screen for extended periods of time.

COMMENTS:

The Northwest Intertribal Court System (NICS) is a federally funded system which provides judicial, prosecutorial, appellate, and other court support services to seven small Indian Tribes in Western Washington.

APPLICATION PROCEDURE: Mail, fax or e-mail letter of interest, resume, writing sample, and references to:

Attn: HR Dept.
Northwest Intertribal Court System
20818 – 44th Avenue W., Suite 120
Lynnwood, WA 98036-7709

Ph: (425) 774-5808

Fx: (425) 744-7704

hr@nics.ws

Website: www.nics.ws

CLOSING DATE: December 22, 2011