

## NORTHWEST INTERTRIBAL COURT SYSTEM

### POSITION DESCRIPTION

**JOB TITLE:** Project Director

**SUPERVISOR:** Executive Director

**STATUS:** Non-exempt

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

This job description reflects the assignment of essential job functions for the Project Director. It does not restrict the administration's right to assign or reassign duties and responsibilities to this job at any time.

**DESCRIPTION:** Provide overall administration and management of a legal infrastructure project to develop appellate procedures, criminal court procedures, and supplemental enhanced sentencing procedures for each of the seven NICS member tribes.

**QUALIFICATIONS:** Native American preferred. 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; ability to work independently, travel to tribal reservations in Western Washington, and appreciate the unique legal and cultural systems of the various tribes. Must not have been convicted of a felony ever, or a misdemeanor in the last two years.

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

Perform a preliminary review of all NICS member tribal codes and identify needed appellate procedures, cyber criminal provisions, and enhanced sentencing procedures.

Develop a list of recommendations outlining needed appellate procedures, cyber criminal provisions, and enhanced sentencing procedures.

Meet with the tribes to discuss and analyze appellate procedures, cyber criminal provisions, and enhanced sentencing procedures and determine which tools and procedures will best address their individual needs.

Draft individually tailored appellate procedures, cyber criminal provisions, and enhanced sentencing procedures for tribal review and incorporate tribal feedback through revisions.

Prepare final appellate procedures, cyber criminal provisions, and enhanced sentencing procedures and submit them to each tribe.

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

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

Prepare drafts of appellate procedures, cyber criminal provisions, and enhanced sentencing procedures, 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.

Complete and submit quarterly project reports.

**GENERAL QUALIFICATIONS:**

- Valid Driver's License.
- Must be sensitive to tribal culture and traditions.
- Able to work cooperatively and foster teamwork by helping co-workers with essential functions.
- Strong communication and organization skills required.
- Must have not been convicted of a felony ever, or a misdemeanor in the last two years.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:**

- Manual dexterity to operate personal computers and other necessary office equipment.
- Must be able to work in a fast-paced, multi-task environment.
- Must be able to bend, reach, kneel, twist, and grip items in assigned areas.

**NICS RESERVES THE RIGHT TO MAKE CHANGES TO THE ABOVE JOB DESCRIPTION WHENEVER NECESSARY.**