

THE TULALIP TRIBES
Job Description
GRANT FUNDED POSITION

Job Title: TOCLA Staff Attorney

Job Number:

Note: The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribes job opportunities.

Education:

- J.D. from an accredited law school required.

Skills:

- Must have thorough knowledge of federal Indian law;
- Must have strong interpersonal communication skills;
- Must have a basic understanding or experience working with or within Native American communities;
- Must have the tolerance and patience to work with upset, frustrated, or impaired persons;
- Must be willing to work directly with clients and assist with presentations geared toward the Tribal community;
- Must have the ability and desire to work with low-income Tribal members;
- Must be able to work independently with minimal supervision;
- Must be proficient in basic filing system principles;
- Computer literate with working knowledge of Microsoft Office and/or Word, Excel, and Access;
- Knowledge of grants, grant management, and grant reporting is a plus.

Experience:

- Minimum of two (2) years of experience with at least one of the following: 1) representing clients in civil cases; 2) working in civil legal aid; and/or 3) representing Indian tribal members in Tribal Courts.

Other Requirements:

- Must be licensed to practice law in Washington State or become licensed to practice law in Washington State within six months;
- Must be a member of the Tulalip Tribal Bar or able to pass the Tulalip Tribal Bar Exam after acceptance of position;
- Must maintain all office records in strictest confidentiality according to Washington State Bar Rules of Professional Responsibility;
- Must have and maintain a valid Washington State driver's license;
- Must be willing to attend progressive related training as deemed necessary;
- Must have a successful employment history with the Tulalip Tribes and other employers;

- Must have no misuse of drugs and/or alcohol within two (2) years prior to employment or while employed;
- All candidates must pass a criminal background check and must have no criminal convictions in the last 5 years and must produce evidence regarding employment suitability.

Physical Requirements:

- Finger and manual dexterity for operation of computer, routine paperwork and general office duties.
- Tolerance to be exposed to computer screens for prolonged periods of time.
- Stamina to sit, stand and/or walk for prolonged periods of time.
- Mobility to bend, stoop, and lift objects weighing up to 20 lbs.

Department: Tulalip Office of Civil Legal Aid (TOCLA) – Tulalip Tribal Court

Employee Classification: Exempt

Job Summary: The Staff Attorney will provide holistic civil legal services to low-income tribal members through the Tulalip Office of Civil Legal Aid.

Employee Reports to: TOCLA Managing Attorney

Extent of Job Authority: To provide legal representation to low-income tribal members in civil matters in Tulalip Tribal Court.

Specific Duties Performed:

1. Provide holistic, culturally competent representation in civil legal cases;
2. Present at trial for any eligible civil legal hearing;
3. Respond in a timely manner to comply with court orders;
4. Provide case monitoring;
5. Successfully manage trials and post-trial matters;
6. Conduct regular office hours;
7. Attend meetings with clients when necessary;
8. Meet individually with clients in a variety of settings as necessary;
9. Work collaboratively with clients, their families, case managers, and service providers as necessary;
10. File motions and responses pursuant to the laws of the Tulalip Tribes;
11. Provide notice and service on clients in a timely manner;
12. Negotiate services and court orders as necessary;
13. Direct and oversee the work of a legal assistant;
14. Assist with writing grant reports in a timely manner;
15. Adhere to all grant regulations;
16. Serve on the Law and Justice Committee and sub-committees as needed;
17. Maintain files, data entry, shared calendars, and office space as necessary;
18. Assist with other duties within the Tulalip Office of Civil Legal Aid as requested;
19. Attend all mandatory meetings;
20. Perform all other duties deemed necessary.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Terms of Employment: This position is a regular, full-time position requiring 40 hours per week or 2080 hours per year. This is a Regular Full-Time contracted position requiring at least 40 per week, or 2080 hours per year. Employees will be required to work on-site, no telecommuting. No provision for relocation will be provided. Increase in pay is subject to budgetary restriction, following successful completion of applicable probationary period.

Pay Rate: \$28.96 - \$31.09 per hour, depending on experience.

Opening Date: October 30, 2013

Closing Date: November 15, 2013 at 4:00pm

Applicants should submit a cover letter, current resume, and list of references to Nicole Sieminski, TOCLA Program Manager, at nsieminski@tulaliptribes-nsn.gov or by mail to 6406 Marine Drive, Tulalip, WA 98271. For more information, contact Nicole Sieminski at (360)-716-4517.

Materials received after 4:00pm on November 15, 2013 will not be accepted.