



# **PUYALLUP TRIBE OF INDIANS**

## **JOB ANNOUNCEMENT**



<b>OPENS:</b>	<b>JANUARY 14, 2014</b>	<b>CLOSES:</b>	<b>WHEN FILLED</b>
<b>JOB TITLE:</b>	<b>INDIAN CHILD WELFARE ATTORNEY</b>	<b>DEPARTMENT:</b>	<b>LAW OFFICE</b>
<b>REPORTS TO:</b>	<b>LAW OFFICE DIRECTOR</b>	<b>HOURS:</b>	<b>40 HRS/WK – FULL TIME</b>
<b>SALARY:</b>	<b>D.O.Q. + BENEFITS</b>		

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### **POSITION SUMMARY:**

The position is for an attorney to advise and represent the Tribal government on various issues regarding Indian child welfare and the Indian Child Welfare Act.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Represents the Puyallup Tribe of Indians in tribal and state courts throughout the United States that involve children enrolled or eligible for enrollment in the Puyallup Tribe who are involved in dependency proceedings outside of the Puyallup Tribal Court.
2. Collaborates with the Puyallup Tribe of Indians, the State Department of Children and Family Services, as well as with Child Protective Service (CPS) and other tribal social service agencies regarding dependency of Puyallup children.
3. Provides legal advice to departments of Tribal government, including its governing body the Puyallup Tribal Council and to management of the Puyallup Tribal Administration.
4. Prepares and reviews contracts and other documents.
5. Negotiates agreements on behalf of the Tribe.
6. Represents the Tribe in litigation and administrative proceedings.
7. Drafts and revises Tribal codes and ordinances, as needed.
8. Conducts legal research concerning Tribal, Federal and State Law.
9. Participates in planning and strategy sessions.
10. Works closely with the Tribe's ICW Court Liaison Department staff to:
  - a. Review reports received from various agencies and jurisdictions throughout the State of Washington, United States and Canada in which Puyallup children reside to determine level of involvement needed; attends staffing either in person or telephonically, as needed.
  - b. Establish positive and productive working relationships with various agencies and jurisdictions in order to maintain the Tribe's right to assert jurisdiction over its Tribal members. These include DCFS/CPS administrators, social workers, Assistant Attorneys General, Tribes, etc.

- c. Review case files and keep accurate logs to ensure compliance with notification requirements of the ICWA to the various jurisdictions in which Tribal members reside.
  - d. Request complete copies of State and Tribal Social Worker files if parents request to have the case transferred from the State or Tribal Court to the Puyallup Tribe.
  - e. Prepare motions and orders accepting transfer of jurisdiction.
  - f. Prepare Pre-Transfer report to notify the Tribal Judge and Presenting Officer as to the current status of the case.
  - g. Prepare the Notice of Appearance and Notice of Intervention on behalf of the Tribe and appear as needed in jurisdictions where the Tribal ICW Attorney is not licensed to practice.
  - h. Attend court hearings regarding Puyallup Tribe members and their children either in person or telephonically, as needed.
11. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Although this position does not have official supervisory responsibilities, the attorney acts as co-counsel with and provides assistance to other attorneys in the office on topics within the attorney's experience and expertise.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

This position requires a law degree (Juris Doctorate) from an accredited law school and two years of related experience handling ICW cases, as well as, experience and knowledge using word processing and Westlaw.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

#### **Language Skills**

Employee must demonstrate the ability to:

- Interact tactfully and positively with the Tribal Council, with all levels of staff, with Tribal members, and with opposing parties;
- Maintain confidentiality;
- Read, analyze and interpret common professional journals, and legal documents
- Write reports, legal correspondence, and pleadings for litigation;
- Effectively present information and respond to questions to and from the Tribal Council, employees, and other individuals and groups;
- Advocate on behalf of the Tribe in a variety of settings;

- Solve practical problems and deal with a variety of variables in situations where limited standardization exists.

### **Licenses or Certificates**

Must be a Washington State Bar Association Member or pass the Washington State Bar exam at next opportunity after hire. Must have a valid Washington State driver's license, and pass background check.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, and to use common electronic media.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit, reach with hands and arms, talk and hear.
- The employee occasionally is required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- Position may be stressful at times due to the sensitive or confidential issues being addressed and the number of assignments and deadlines that are often required.
- Must have own transportation for travel to meetings and hearings.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-  
7963

Job Line#: (253)573-7943

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*