

**The Tulalip Tribes
Legacy of Healing
Job Description**

Job Title: LOH Legal Advocacy Project 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 and state laws pertaining to Indians;
- Must have a working familiarity of domestic violence victims' advocacy;
- Must have excellent legal research, writing, and oral 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 diverse and low-income populations;
- 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 five (5) 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;
- Federal and State litigation experience preferred;
- Experience representing victims of domestic violence in civil litigation preferred.

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 be dependable and trustworthy;
- Must be able to work flexible hours as needed;

- Must have and maintain a valid Washington State driver's license and an insured automobile;
- 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: Legacy of Healing (LOH) – Tulalip Office of Civil Legal Aid (TOCLA)

Employee Classification: Exempt

Job Summary: The Legal Advocacy Project Attorney is an experienced attorney who will provide civil legal assistance to domestic violence, sexual assault, stalking and dating violence victims in cases relating to their victimization.

Background: The Tulalip Tribes Legacy of Healing (LOH) Program initiated services in 1998 through the STOP Violence Against Indian Women grant. LOH seeks to ensure the rights of all individuals to a safe and secure environment and to empower those who are being oppressed by reducing trauma and ending re-victimization resulting in the protection of future generations. The LOH Legal Advocacy Project is a new grant project funded by the Department of Justice Office on Violence Against Women. The LOH Legal Advocacy Project will provide holistic legal representation to victims of domestic violence, dating violence, sexual assault, and stalking.

The LOH Legal Advocacy Project will be supported by the Tulalip Office of Civil Legal Aid (TOCLA). TOCLA focuses on civil legal issues that affect tribal members' safety, family, and access to services and education. In cooperation with TOCLA, the LOH Legal Advocacy Project will deliver a responsive system to victims with immediate access to legal services.

Employee Reports to: Legacy of Healing Director and Court Projects Supervisor

Extent of Job Authority: To provide legal representation to domestic violence, sexual assault, stalking and dating violence victims in cases relating to their victimization.

Specific Duties Performed:

1. Represent victims in civil legal proceedings; including Snohomish County and Tulalip Tribal Court proceedings;
2. Manage and maintain case files according to office systems and follow general office procedures;
3. Work with tribal agencies/programs to strengthen client cases;

4. Participate in weekly case consultation with the Tulalip Office of Civil Legal Aid;
5. Assist in community awareness about domestic violence legal issues;
6. Prepare written reports regarding cases and the case results;
7. Continue professional development, including continuing legal education and/or training in the areas of Indian law and domestic violence issues;
8. Coordinate with Domestic Violence Services of Snohomish County to increase services to Native women.
9. Respond in a timely manner to comply with court orders;
10. Provide case monitoring;
11. Successfully manage trials and post-trial matters;
12. Attend meetings with clients when necessary;
13. Meet individually with clients in a variety of settings as necessary;
14. Work collaboratively with clients, their families, and service providers as necessary;
15. Negotiate services and court orders as necessary;
16. Direct and oversee the work of a legal assistant;
17. Assist with writing grant reports in a timely manner;
18. Adhere to all grant regulations;
19. Serve on the Law and Justice Committee and sub-committees as needed;
20. Assist with other duties within the Tulalip Office of Civil Legal Aid as requested;
21. Attend all mandatory meetings;
22. 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 is a Regular Full-Time contracted position requiring at least 40 hours 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: \$30.03 - \$35.42 per hour, depending on experience.

Opening Date: May 16, 2014

Closing Date: May 23, 2014

Applicants should submit a cover letter, current resume, and list of references to Nicole Sieminski, Court Projects Supervisor, 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 May 23, 2014 will not be accepted.