

YUOK TRIBE-JOB DESCRIPTION

Staff Attorney

Job Title:	Staff Attorney	Job Grade	11/12
Department	Office of the Tribal Attorney	Location	Klamath
Reports To:	Senior Attorney	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$59,130.00/\$70,873.00		

POSITION SUMMARY:

Under the general supervision of the Senior Attorney the Staff Attorney will assist the Tribal Council and Tribal Departments in the legal matters related to the business of the Tribe. Staff Attorney completes a variety of professional assignments on behalf of the Council and departments as assigned by the Senior Attorney. Incumbent works closely with paralegals and department staff.

DUTIES AND RESPONSIBILITIES:

1. Perform legal research including extensive analysis of legal positions. Determine and apply legal principles and precedents to problems and issues.
2. Provides legal advice, counsel and assistance to the Tribal Council and departments in relation to their duties and the operation of the Tribe and its programs, projects and services.
3. Assists Departments and Council in negotiation and drafting of contracts.
4. Assists Human Resources Department in drafting and provides legal opinions concerning personnel policies and procedures.
5. Provides legal advice related to employment issues.
6. Drafts appropriate ordinances and policies that assist in the implementation of the Tribe's self-governance objectives.
7. Represents the Tribe in Indian Child Welfare cases as needed.
8. Provides opinions on drafts, documents, and policies, and attends meetings concerning, regulatory and environmental matters.
9. Reviews and approves contracts entered into by the Tribe.
10. Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of a case.
11. Represents the Tribe and its entities in court and administrative hearings as assigned.

SUPERVISORY RESPONSIBILITIES:

Provides advice, instruction and guidance to subordinates on work matters. Aids in the developmental and training needs of subordinates.

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MINIMUM QUALIFICATIONS:

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail correspondence.
- No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions, or bar ethics violations or on-going ethical violations.
- No findings of a breach of bar ethics. Candidate must disclose if one has occurred or is pending review.
- Highly skilled, both orally and in writing.
- Must have transactional experience i.e., drafting of legal opinions and legislative drafting, etc.
- Experience in Administrative hearings, two (2) years preferred.
- Natural Resource or Real Estate law experience, preferred.
- Indian law experience, preferably Yurok Tribe preferred
- Federal, State and local governmental experience

EDUCATION/EXPERIENCE:

- Grade 11: Graduation from an accredited law school, 4 years experience in either State or Federal courts and is a member of good standing of the California Bar.
- Grade 12: Graduation from an accredited law school, 4 years experience in either State or Federal courts, is a member of good standing of the California Bar and three years experience in government, preferably tribal or Yurok.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- When necessary, must be able to lift 25 to 50 pounds.
- Must have a valid California Driver's License and able to be insured through the tribal insurance agency.
- Must pass a comprehensive background check prior to employment.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

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REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date