



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:** JULY 15, 2015 **CLOSES:** SEPTEMBER 15, 2015  
**JOB TITLE:** LAW CLERK **DEPARTMENT:** TRIBAL COURT  
**REPORTS TO:** CHIEF JUDGE **HOURS:** FULL TIME – 40 HRS/WK  
**SALARY:** BASED ON COMPENSATION MATRIX + BENEFITS

*(THIS POSITION IS GRANT FUNDED)*

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### POSITION SUMMARY:

Under the general direction of the Chief Judge, this position is responsible for researching and analyzing intricate, complex and sensitive legal issues and questions for the Tribal Court Judges.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs legal research, analysis and writing in such matters as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes.
2. Assists in drafting opinions, concurrences and dissents, orders, calendar notices and decisions.
3. Examines or prepares legal documents such as briefs, pleadings, appeals, and case records and other legal documents.
4. Confers with the judge on pending matters.
5. Observes judicial proceedings, attends conferences with attorneys and judges.
6. Acts as arbitrator and liaison between disputing parties and mediates small claims cases and summarizes information for the Judge.
7. Prepares the courtroom for the day's cases.
8. Assures that all parties involved in the day's proceedings are present.
9. Maintains order in the courtroom at all times during the sessions of the court.
10. Maintains integrity of the jury and insures that no outside person makes any communication while they are deliberating.
11. Escorts jurors and witnesses to and from the courtroom. Tends to the needs of the jury, answers all non-legal questions and provides all possible assistance.
12. Contacts, by telephone, all those required in the court session, such as attorneys and witnesses. Calls jurors, by telephone, to appear for jury duty at the next day's session.
13. Acts as law librarian, keeping and monitoring legal volumes and ensuring legal volumes are up-to-date.
14. Performs other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

## 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**

Law degree (Juris Doctorate) from an accredited Law School. Intermediate to Expert experience and knowledge using word processing and Westlaw.

### **Language Skills**

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people. Ability to advocate on behalf of the tribe in a variety of settings.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Licenses or Certificates**

Must be a Washington State Bar Association Member or willing to take the Washington State Bar exam.

Must have a valid Washington State driver's license.

Must 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.

- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear.
- The employee is occasionally required to stand, walk, and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. The noise level in the work environment is usually moderate.

## 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 in the work environment is usually moderate.
- Work is performed in an office setting.

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.

***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

**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

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

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