



EMPLOYMENT OPPORTUNITIES

Job Title: Supervising Protective Services Attorney

Closing Date: 09/30/2016

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 16-474

Job Type: Regular Full-Time

Department: Office of General Counsel/Protective Services Office

City: Sacaton, AZ

Location: Family Advocacy Center, 259 W. Seed Farm Road

Area of Interest: Legal

Salary Type: DOE

Salary/ Hourly Rate: \$96,251 Salary

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Supervising Protective Services Attorney provides litigation support and representation for child welfare, dependency, juvenile and adult in need of care matters on behalf of the Gila River Indian Community (Community). This position provides support in the more complex cases and oversight of the Protective Services Attorney's and support staff; providing effective, vigorous and compassionate legal services.

ESSENTIAL FUNCTIONS:

- Perform professional and managerial work directing the operations of the Protective Services Office; demonstrating continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality customer service.
- Supervise and provide leadership and direction to Protective Service Attorneys and support staff.
- Provide counsel and advice to TSS on substantive issues related to child welfare.
- Draft, review various legal pleadings, motions, discovery, documents, and correspondence necessary to litigate Child In Need of Care, Juvenile Offender, and Status Offender matters; in the Community Court for Adult in Need of Care matters; and in state court child custody proceedings, as defined in the Indian Child Welfare Act, 25 U.S.C. § 1901 et seq (1978), involving children who are enrolled or eligible for enrollment in the Community.
- Prepare for and attend hearings, staffings, and trials related to litigation and casework.
- Conduct legal research, analysis, and document production related to the litigation.
- Prepare and present budgets and reports to the Community, Committees, Council and Executive Office.
- Represent the Community at meetings, court proceedings and other functions.
- Oversee the development and maintenance of case files, calendars and databases.
- Assist in the development, revision and modification of the Community's laws, resolutions and ordinances.
- Comply with tribal, state, and federal governmental regulations; maintaining an ethical practice in respect to the Community, Tribal Courts, judicial system and clients.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge in legal and substantive child welfare, dependency and termination proceedings.

- Considerable knowledge of and experience in application of principles of jurisprudence and legal analysis, including a background in and knowledge of the American Bar Association Standards of Practice for Lawyers Who Represent Children in Abuse and Neglect Cases and the standards for representation set forth in the National Council of Juvenile and Family Court Judges Resources Guidelines.
- Knowledge of and experience in application of the principles of jurisprudence and legal analysis, including a background in and knowledge of Federal Indian Law, juvenile law, and the Indian Child Welfare Act.
- Ability to exercise sound judgment, work independently and work with others.
- Ability to clearly and successfully articulate ideas and logical analysis both orally and writing.
- Ability to effectively plan, supervise, and coordinate work of others.
- Ability to maintain effective working relationships with people of varied economic, educational, and cultural backgrounds.
- Ability to establish and maintain effective working relationships with other employees, Community Officials, and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-Free Workplace as a condition of employment with the Gila River Indian Community.

REQUIRED EXPERIENCE AND TRAINING:

Juris Doctorate Degree from an ABA accredited law school and current membership in good standing with the Arizona State Bar; minimum of five (5) years experience as a licensed attorney practicing in child welfare proceedings; minimum three (3) years of supervisory experience.

Experience with Indian Child Welfare Act and Federal Indian Law is preferred.

ADDITIONAL REQUIREMENTS:

Required to complete mandatory continuing legal education as required by the Arizona State Bar and to complete legal education as required by the Community's Children's Code on a yearly basis.

Submission of an acceptable legal writing sample (5-10 pages).

Required to qualify for a Tribal Driving permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Must be able to pass a background check and fingerprint clearance. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.

Supervisory, Salaried Position
Reports to Director or designee

BENEFITS INFORMATION:

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
- Prescription Program
- Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
- Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay
- Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance, GRIC pays the full cost for your Basic Life and AD&D.

Other Voluntary Benefits –

- Flexible Spending Account (FSA)

- Short Term Disability
 - Long Term Disability
 - Employee Assistance Program
 - 12 Paid Holidays
 - Vacation Leave
 - Sick Leave
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Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: <http://vss.gric.nsn.us/MSS/employmentopportunities/default.aspx>