

# YUOK TRIBE OFFICE OF TRIBAL ATTORNEY

## SUMMER 2017 LAW CLERK APPLICATION

The Yurok Tribe is the largest tribe in California, dedicated to protecting our natural resources and way of life. Gain experience working directly with Tribal leadership in areas of environmental law, gaming law, policy development, appellate briefing and more. Law clerks are a part of our community and are invited to cultural events and in-the-field experiences throughout the summer.





# YUROK TRIBE

190 Klamath Boulevard • Post Office Box 1027 • Klamath, CA 95548



## 2017 Summer Law Clerk

The Yurok Tribe is a natural resources tribe and the largest tribe in California with over 6,100 members. Yurok people are known as great fishers, eelers, basket weavers, canoe makers, dancers, healers and strong medicine people. Yurok Tribal Council and staff continue to protect and preserve Yurok natural resources, culture, and way of life. The Office of Tribal Attorney (OTA) provides support and acts as legal counsel to the Yurok Tribal Council. OTA represents the Tribal Council and the Yurok Tribe as a government entity. OTA assignment areas are vast, representing a wide-range of legal issues. OTA is currently accepting law clerk applications for Summer 2017. The individual(s) selected will assist the OTA staff as needed. For a full job description and minimum qualifications, please see the attached job description.

The Law Clerk position requires a minimum seven-week commitment and includes research, writing, or other work on federal Indian law and/or Yurok specific-issues related to current OTA assignments. Our Law Clerk program provides the unique opportunity to work closely with our clients, Yurok Tribal Council and Department Directors, and experience the diversity of areas in-house counsel regularly work. The Yurok Tribe currently has over 30 departments and programs, ranging from forestry, social services, economic development, fisheries, and governmental affairs.

To apply to the Law Clerk position, please email the following application materials to Associate General Counsel Cheyenne Sanders at [csanders@yuroktribe.nsn.us](mailto:csanders@yuroktribe.nsn.us).

- Cover Letter
- Resume
- References (no more than three)
- Law School Transcript (unofficial copy acceptable)
- Legal Writing Sample (no more than five pages)

One combined PDF attachment is preferred. Applications will be reviewed on a rolling basis and the Law Clerk position will remain open until filled.

The summer 2017 Law Clerk announcement will be released October 2016.

Funding may be available for the Law Clerk position. However, applicants are encouraged to seek their own financial support through their law school's public interest program or through other public interest scholarships. If you intend to seek school credit if selected for this position, please briefly summarize the supervisor obligations in your cover letter.

The Law Clerk position will be based in the Klamath Tribal Office located at 190 Klamath Blvd, Klamath, CA 95548. The closest airports are Crescent City (CEC), Arcata (ACV), and Medford (MFR). At this time, we are unable to provide housing assistance to Law Clerks.

## YUROK TRIBE-JOB DESCRIPTION

### Law Clerk

Job Title:	Law Clerk	Job Grade	N/A
Department	Office of the Tribal Attorney	Location	Klamath
Reports To:	General Counsel	FLSA Status	Exempt
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	Unpaid; School Credit May Be Available		

#### **POSITION SUMMARY:**

Under the general supervision of the General Counsel, the Law Clerk will assist the Tribal Council and Tribal Departments in the legal matters related to the business of the Tribe. Law Clerk completes a variety of professional assignments on behalf of the Council and departments as assigned by the General Counsel.

#### **DUTIES AND RESPONSIBILITIES:**

1. Perform legal research including analysis of legal positions;
2. Assists in negotiation and drafting of contracts;
3. Assists General Counsel in drafting appropriate ordinances and policies that assist in the implementation of the Tribe's self-governance objectives;
4. Provides opinions on drafts, documents, and policies, and attends meetings concerning, regulatory and environmental matters;
5. Reviews and approves contracts entered into by the Tribe;
6. Prepare draft complaints or supporting documents under the supervision of the Tribal Prosecutor;
7. Attend Tribal Council meetings as requested;
8. Prepares legal briefs, arguments and testimony in preparation for presentation of a case; and/or
9. Other assignments as determined by the General Counsel.

#### **SUPERVISORY RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail.
- 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.
- Able to work independently.

**YUROK TRIBE-JOB DESCRIPTION**  
**Law Clerk**

**EDUCATION/EXPERIENCE:**

- Current law student
- Demonstrated legal research abilities.
- Excellent written/oral communication skills.
- Familiarity with LexisNexis/LexisAdvance.

**CONDITIONS OF EMPLOYMENT:**

- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- When necessary, must be able to lift 25 to 50 pounds.
- 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.

**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).

**YUROK TRIBE-JOB DESCRIPTION**

**Law Clerk**

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date