



## **Havasupai Tribe Job Announcement**

**POSITION ANNOUNCED: PUBLIC DEFENDER FOR THE HAVASUPAI TRIBE**

**IMMEDIATE SUPERVISOR: HAVASUPAI TRIBAL COUNCIL**

**CONDITIONS OF EMPLOYMENT: CONTRACTED**

### **DUTIES**

The Tribal Public Defender will perform professional legal work involved in representing defendants in the Havasupai Tribal Court.

The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.

- Defend persons charged with offenses in the Tribal Court.
- Practice extensively in the courtroom arguing motions, trying cases to judges and juries, as well as occasionally arguing special actions and appeals.
- Review and evaluate evidence and prepare cases for trial. Consult with clients and advise them in legal matters.
- Interview witnesses and potential witnesses, including police officers and expert witnesses.
- Draft legal memorandum for the Tribal Court or legal counsel.
- Participate in plea negotiations and pre-trial discovery with prosecutors.

### **COMPLEXITY**

- The work includes varied duties which will require the incumbent to apply the principles and concepts of criminal law to a broad range of activities which include a substantial depth of analysis. The assignments are characterized by the breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the appropriate method involved in processing cases.

### **PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS**

- The work is mostly performed in an office environment and in tribal court. Travel on the reservation is required.

## **MINIMUM QUALIFICATIONS**

- Required education, training or experience to effectively represent the defendants in court (position open to both licensed attorneys and tribal advocates).
- Ability to pass pre-employment drug and health screening.

## **EDUCATION**

- Must have practice experience in Tribal Advocacy in Tribal Courts, a minimum of three (3) years' experience in adult criminal and/or juvenile court including trial experience
- Must possess knowledge of Federal Indian Law, ICRA, ICWA, and Federal rules of evidence
- Must have never been convicted of any felonies, and no misdemeanor in the past twelve (12) months
- Must pass a criminal back ground check

## **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

- Working knowledge of principles, policies, and procedures, codes, law, and status of law enforcement
- Knowledge of the missions, goals, policies and procedures of the Havasupai Tribe
- Knowledge of principles and practices of legal profession.
- Ability to analyze, appraise, and organize facts
- Ability to present statement of fact, law and argument clearly and logically, in both written and oral form
- Ability to produce written documents with clearly organized thoughts, using proper sentence construction, punctuation, and grammar in a timely manner
- Ability to adapt to changing work situations and assignments
- Ability to work cooperatively with others
- Ability to handle legal correspondence as directed by supervisor
- Skill in applying and interpreting statutes, ordinances and other laws, rules, regulations and policies as they pertain to legal issues presented for review

## **DESIRED**

- Preference for applicant with knowledge of Havasupai Tribal Customs and Traditional Practices

## **APPLICATION CLOSING DATE**

August 11, 2019

Interested applicants should provide a letter of interest and a current resume to Kristin McPhie at [kristin@drlawfirm.com](mailto:kristin@drlawfirm.com).