



PASCUA YAQUI TRIBE
invites applications for the position of:

Law Clerk

SALARY: \$20.01 Hourly
\$41,620.80 Annually

DEPARTMENT: ATTORNEY GENERAL'S OFFICE

DIVISION: Attorney General

OPENING DATE: 07/29/19

JOB SUMMARY:

The Law Clerk assists in performing legal analysis, researching and preparing legal files and documents, and other legal services. The Law Clerk maintains confidentiality of all privileged information of the Office of the Attorney General.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Conduct legal and legislative research as assigned; performs basic legal analysis.
2. Prepare or review and edit briefs and legal memorandum as assigned.
3. Prepare and draft legal correspondence as requested.
4. Assist with drafting legislation, codes, policies, and procedures.
5. Draft reports and recommendations to assigned legal issues.
6. Attend legal seminars and workshops on and off-site.
7. Comply with ethical standards set forth by the American Bar Association and State Bar of Arizona as well as the policies and procedures of the Pascua Yaqui Tribe.
8. Perform other duties of a similar nature or level as requested by supervisor or director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of Federal Indian Law;
- Federal, state, county and local laws, regulations, and requirements;
- Legal procedures and administrative proceedings;
- Methods and practices of pleadings;
- Principles, methods, materials, practice and references utilized in legal research;
- Indian regulatory jurisdiction in both civil and criminal context, including the implications of the Indian Civil Rights Act;
- Indian Law, including the legal relationships between Indian Nations and Federal or other governments;
- Knowledge of the American Bar Association and Arizona State Bar rules of ethics governing the conduct of attorneys and other legal professionals;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills and Abilities:

- Legal research;
- Apply legal knowledge and training;

- Prepare opinions and draft legal documents;
- Analyze, appraise and organize facts, evidence, and precedents;
- Render logical, clear, and effective written and oral arguments;
- Establish and maintain effective working relationships;
- Perform duties with speed and accuracy without immediate and constant supervision;
- Ability to learn, interpret, and apply office practices and procedures;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members, and the public. Have ability to sufficiently exchange or convey information and receive verbal and written work instructions.

EDUCATION, CERTIFICATIONS AND EXPERIENCE REQUIRED:

Bachelor's Degree required.

AND

- A background of study in Federal Indian Law is preferred, but not required.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.pascuayaqui-nsn.gov/index.php/features/attorney-general>

Position #2019-00134
LAW CLERK
AM

7777 S. Camino Huivisim Bldg. C
Tucson, AZ 85757
5208835106

hr.recruitment@pascuayaqui-nsn.gov

Law Clerk Supplemental Questionnaire

* 1. Do you possess a Bachelor's Degree in a related field?

☐ Yes ☐ No

* 2. Do you have one (1) year of law school or are you a recent law school graduate?

☐ Yes ☐ No

* 3. Do you possess and maintain a valid Driver's License?

☐ No
☐ Yes

* Required Question