



## **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 provide legal representation in the Havasupai Tribal Court for Tribal Member clients in criminal, juvenile, mental health, dependency, and severance of parental rights cases, and perform related duties as required.

Typical duties include the following, which are intended to be illustrative only:

- Managing caseloads, which includes interviewing and advising clients on their legal rights and obligations
- Interviewing witnesses and potential witnesses, including police officers and expert witnesses
- Analyzing case material after investigations
- Conducting legal research as necessary
- Preparing cases for presentation in Tribal Court
- Appearing in Tribal Court and representing clients charged with Tribal offenses at Tribal Court hearings, including before juries
- Occasionally arguing special actions and appeals
- Preparing and submitting legal documents to the Tribal Court on behalf of clients
- Participating in plea negotiations and pre-trial discovery with prosecutors
- Writing correspondence and reports
- Maintaining accurate records and files

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

The work is mostly performed in an office environment and in Tribal Court. Travel to the Havasupai Reservation is normally required twice a month for up to 3-day Friday-through-Sunday hearings, though matters will be handled by telephone during the Tribe's current COVID-19 lockdown.

### **MINIMUM QUALIFICATIONS**

- Must have experience in advocacy before tribal courts
- Must have a minimum of three (3) years' experience in adult criminal and/or juvenile court, including trial experience
- Must possess knowledge of federal Indian law, the Indian Civil Rights Act, the Indian Child Welfare Act, and the 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 background check
- Must pass a pre-employment drug and health screening
- Must possess, or have the ability to attain, a valid Arizona driver's license

### **PREFERRED QUALIFICATIONS**

- A Juris Doctorate from an accredited institution
- Bar admission in good standing in any state

### **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 the principles and practices of the legal profession
- Ability to analyze, appraise, and organize facts
- Ability to present statements and arguments of fact and law 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
- Ability to meet deadlines
- Ability to adapt to changing work situations and assignments
- Ability to work independently and cooperatively with others
- Ability to handle legal correspondence as directed by supervisor
- Effective communication skills
- Skill in applying and interpreting statutes, ordinances, and other laws, and rules, regulations, and policies as they pertain to legal issues presented for review

### **HIRING PREFERENCE**

Hiring preference will be given to applicants with knowledge of Havasupai tribal customs and traditional practices.

### **APPLICATION CLOSING DATE**

August 31, 2020

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