



**WIND RIVER INTER-TRIBAL COUNCIL
HUMAN RESOURCE OFFICE
15 NORTH FORK ROAD
P. O. BOX 217
Phone: 307-335-2046 FAX: 307-332-5015**



Position Description: **Public Defender (Attorney)**

Salary: Depending on Experience

Location: Wind River Tribal Court, Ft. Washakie WY

Supervisor: The incumbent is under the general supervision of the Wind River Inter-Tribal Council

Incumbent has high degree of personal responsibility for sound, independent judgement and for decisions concerning the total scope of the Public Defender's Office.

Position Summary:

Serves as the Public Defender in accordance with the S&A Law and Order Code (SALOC). The term of the Public Defender shall be perpetual, as set forth in the SALOC. The Public Defender serves by appointment of the Wind River Inter-Tribal Council.

Essential Duties and Responsibilities:

1. Will represent all adult and juvenile defendants charged with violations of the SALOC, who are assigned by the Wind River Tribal Court.
2. Must be available on short notice for arrangements
3. The Public Defender will also act as Guardian Ad Litem in minor in need of care cases.
4. The Public Defender will also be assigned Involuntary commitments for person needing treatment for the seriously mentally ill and represents the individual.
5. Interviews victims, witnesses, police officers, State, Federal, and tribal agencies in preparation for defense of cases before a Judge.
6. Prepares for trial, preliminary hearings, pleas bargaining sessions, hearings, assignments and sentencing.
7. Work closely with legal services, Bureau of Indian Affairs law enforcement, tribal social service programs, tribal Federal, state probation officers, juvenile probation officers; and other Federal, State, county and city law enforcement services.
8. Maintains statistical information on caseloads, attends training, keeps up to date on United States Supreme Court cases, state, and tribal cases affecting the Shoshone and Arapaho Tribes.

Supervisory Responsibilities:

Is responsible for the supervision of staff in the Public Defender's office.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have a Juris Doctorate (JD) Degree from an ABA accredited law school and be a member in good standing with a state bar association. The successful candidate will be expected to obtain licensure in the State of Wyoming, within one (1) year of hiring.
2. Must be licensed or have the ability to be licensed in the Shoshone and Arapaho Tribal Court within thirty (30) days of hire.
3. Must have experience with tribal courts and the enforcement of laws.
4. Must have excellent written and oral communication skills, with experience in writing a variant of court related documents.
5. Must have knowledge and understanding of courtroom procedures.

Special Conditions:

To be eligible to serve as the Public Defender of the Tribal Court, the person must:

1. Never convicted of a felony crime.
2. Has not been convicted of a misdemeanor crime within a one (1) year of applying for the position.
3. Must be able to pass a background check.
4. Will be subject to a drug screening prior to employment and must test negatively for use of any illegal substances.
5. Must possess a valid Driver's License,
6. Has not received a dishonorable discharge from the Armed Forces of the United States of America.
7. Must have knowledge of all the laws in the Shoshone and Arapaho Law and Order Code.
8. Knowledge and understanding of courtroom procedures.
9. Must possess the ability to understand, learn and appreciate the difference working within the Native American culture.
10. Must be dependable in following through on work assignments and be dependable and reliable in attendance and productivity.
11. Must deal with public and staff in a positive and objective manner and maintain the utmost confidentiality with court documents. An employee found to be in breach in confidentiality will be subject to grounds for disciplinary action and/or termination.
12. Ability to work with minimal supervision, organize well and handle multiple projects in a timely manner.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.