

**YUOK TRIBE-JOB DESCRIPTION**  
**Legal Access Staff Attorney**

Job Title:	<b>Staff Attorney- Education</b>	Job Grade	12
Department	<b>Tribal Court</b>	Location	Klamath
Reports To:	<b>Supervising Staff Attorney/Director/Chief Judge</b>	FLSA Status	Exempt
<b>ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$77,584-101,229.52</b>		

**POSITION SUMMARY:**

Under the general supervision of the Tribal Court Director, Chief Judge, and Supervising Staff Attorney, the Staff Attorney will assist the Yurok Tribal Court in its legal programs offering assistance under the Youth Diversion program. The Staff Attorney will complete a variety of professional assignments on behalf of the Yurok Tribal Court as assigned. The Staff Attorney-Education will work closely with the Chief Judge and other department staff. The candidate will provide services directly to clients to assist with securing the proper services and supports necessary to help the client achieve in school. This may include special education placements, supports, and services.

**DUTIES AND RESPONSIBILITIES:**

1. Perform legal research including extensive analysis of legal positions. Determine and apply legal principles and precedents to problems and issues.
2. Provide direct and comprehensive legal services to eligible clients including advice, negotiation, and settlement.
3. Follow program guidelines in the maintenance of client files, calendaring events and other office procedures.
4. Prepare and submit necessary reports, including grant writing, contract compliance and administration.
5. Attend continuing legal education seminars and keep abreast of changes in the law through reading or other means.
6. Assist in legal matters related to negotiating agreements with county justice agencies including Superior Courts in Humboldt and Del Norte Counties, and the drafting of Memoranda of Understanding outlining the roles and responsibilities of partner agencies.
7. Provide opinions on drafts, documents, and policies, and attend meetings concerning the Court.
8. Prepare legal briefs, develop strategies, arguments and testimony in preparation for the presentation of a cases in either Tribal or State Court.
9. May appear in court hearings to represent the concurrent jurisdictional positions of the Tribal Court.
10. Provide written and telephonic advice to clients.
11. Direct representation of clients at IEP meetings, SARB meetings, mediations, suspension and expulsion hearings for court-involved students.
12. Direct representation in administrative, due-process, or federal courts proceedings.

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13. Assists in the coordination of Tribal Court programs.
14. All other duties as assigned in accordance with the programs of the Court and grant requirements.

**SUPERVISORY RESPONSIBILITIES:**

Provides advice, instruction and guidance to subordinates on work matters. Aids in the developmental and training needs of subordinates. Works closely with the two case managers in the Youth Diversion Program. Participate in recruitment and hiring of new staff.

**MINIMUM QUALIFICATIONS:**

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail correspondence.
- Must be a member in good standing of the California Bar.
- 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. If any bar association of any jurisdiction has or is initiated discipline procedures against the Candidate, the Candidate must disclose if such action has occurred or is pending review.
- Highly skilled, both orally and in writing.
- Must have a valid driver's license as attendance at proceedings in schools, administration buildings, courts, etc. is required.
- Must have transactional experience i.e., drafting of legal opinions and legislative drafting, etc.
- Experience in Administrative hearings, two (2) years preferred.
- Indian law experience required (through education or practice), Yurok Tribe preferred.
- Federal, State and local governmental experience.

**EDUCATION/EXPERIENCE:**

Grade 12: Education: Juris Doctorate; Experience: Admittance to the California Bar, and 1 year of specialized experience in special education (law or practical experience).

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. 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.
3. Must have a CDL and a clean driving record.

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4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. 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.
6. 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.
7. 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.
8. 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).

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	_____ Employee #
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_____ Supervisor Signature	_____ Date
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