



## EMPLOYMENT OPPORTUNITIES

**Job Title: Protective Services Attorney**

**Closing Date: Open Until Filled**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

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Job Number: 21-457

Job Type: Full-Time Regular

Department: Protective Services Office

City: Sacaton, AZ

Location: 259 W. Seed Farm Road

Area of Interest: Legal

Salary Type: DOE

Salary/ Hourly Rate: \$82,908 Salary

Tribal Driving Permit Required: Yes

### DISTINGUISHING FEATURES OF THE CLASS:

The Protective Services Attorney provides support in child welfare, Juvenile and Adult In Need of Care litigation on behalf of and representing the Gila River Indian Community (Community) and Tribal Social Services (TSS).

### ESSENTIAL FUNCTIONS:

- Provide counsel and advice to TSS on substantive issues related to child welfare.
- Draft and review various legal pleadings, motions, discoveries, documents, and correspondence necessary to litigate Child In Need of Care, Juvenile Offender, and Status Offender matters in the Community Court for Adult in Need of Care matters, and in state court child custody proceedings, as defined in the Indian Child Welfare Act, 25 U.S.C. § 1901 et seq. (1978), involving children who are enrolled or eligible for enrollment in the Community.
- Prepare for and attend hearings, staffing, and trials related to litigation and casework.
- Conduct legal research, analysis and document production related to the litigation.
- Represent the Community at meetings, court proceedings and other functions.
- Assist with the development and maintenance of case files, calendars and databases.
- Assist in the development, revision and modification of the Community's laws, resolutions and ordinances.
- Comply with tribal, state, and federal governmental regulations; maintaining an ethical practice in respect to the Community, Tribal Courts, judicial system and clients.
- Assist in representing the Community at meetings, court proceedings and other functions.
- Perform other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge in legal and substantive child welfare, dependency and termination proceedings.
- Knowledge of and experience in application of principles of jurisprudence and legal analysis, including a background in and knowledge of the American Bar Association Standards of Practice for Lawyers Who Represent Children in Abuse and Neglect Cases and the standards for representation set forth in the National Council of Juvenile and Family Court Judges Resources Guidelines.

- Knowledge of and experience in application of the principles of jurisprudence and legal analysis, including a background in and knowledge of Federal Indian Law, juvenile law, and the Indian Child Welfare Act.
- Ability to exercise sound judgment, work independently and work with others.
- Ability to clearly and successfully articulate ideas and logical analysis both orally and in writing.
- Ability to effectively plan, supervise, and coordinate work of others.
- Ability to maintain effective working relationships with people of varied economic, educational, and cultural backgrounds.
- Ability to establish and maintain effective working relationships with other employees, Community Officials, and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-Free Workplace as a condition of employment with the Gila River Indian Community.

#### REQUIRED EDUCATION AND EXPERIENCE:

Juris Doctorate Degree from an ABA accredited law school and licensed to practice law in Arizona or eligible for admission in Arizona through reciprocity and minimum of three (3) years' experience as a licensed attorney specializing in child welfare proceedings.

Experience with Indian Child Welfare Act and Federal Indian Law is preferred.

#### ADDITIONAL REQUIREMENT:

- Required to complete mandatory legal education as required by the Arizona State Bar and to complete legal education as required by the Community's Children's Code on a yearly basis.
- Submission of an acceptable legal writing sample (5-10 pages).
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Salaried Position  
Reports to Director or designee

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#### BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: **[www.gilariver.org](http://www.gilariver.org)**