



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

PUBLIC DEFENDER CONTRACT POSITION

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at <https://quileutenation.org/court/law-and-order-codes/>

Via email: court.administrator@quileutetribe.com

-OR-

Quileute Tribal Court
P.O. Box 69
La Push, Washington 98350

Ensure your Application contains:

1. Quileute Tribal Attorney/Spokesperson Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Request For Proposal (**REQUIRED**)
5. Tribal Enrollment Verification (**REQUIRED**)
6. Driver's License (**REQUIRED**)
7. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
8. Certification(s)
9. Credentials (if required)
10. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Contract Public Defender**
Supervisor: Court Administrator
Location: Quileute Tribal Court
Work Info: Contractual Terms
Salary: DOQ/E

POSITION SUMMARY:

We are looking for a competent Public Defender to provide professional legal services for the Quileute Tribe. The Public Defender is considered a “Personal Service Contractor” and is responsible for representing all persons alleged to have committed a violation of the Tribe’s criminal code or alleged to have committed acts of abuse or neglect pursuant to a tribal dependency proceeding as appointed by the Judge. This representation shall extend from bail hearing/arraignment, through post-trial, and appeal when appropriate. The Public Defender will work to resolve matters in an ethical and professional manner.

*This position description may not include all tasks which may be assigned to this position. *

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Represent all persons charged with violations of the Quileute Law and Order Code at all stages of proceedings, including bail hearings, arraignment, pre-trial, trial, post-trial, and appeal as appointed by the Judge.
- Perform case preparation, including review of police citations and reports, discovery materials, investigation, interview of clients and witnesses, evaluation of evidence, legal research, and development of case strategy.
- Represent parent(s) or child(ren) in dependency proceedings appointed by the Judge, including reviewing all affidavits, case reports, petitions, pleadings, and any other legal correspondence filed.
- Be prepared for trial or an adjudication hearing by conducting legal research as necessary, interviewing all witnesses, and making the determination of who shall testify in court.
- File and argue any pleading which are honestly defensible under the law, and which serve the interest of your client.
- Prepare written pleadings, motions, legal memoranda, and briefs, proposed orders, proposed jury instructions sentencing recommendations, appellate notices and briefs, and other legal documents and forms as appropriate.
- Advise clients on rights and responsibilities, choices, and consequences; maintain consistent contact with clients; communicate effectively; respond promptly to questions and messages from clients.
- Meet with clients in person or virtually as necessary, sometimes at off-reservation locations such as jails, detention centers or treatment facilities.
- Communicate, coordinate, and negotiate with the Tribal Prosecutor and with any other counsel involved who may be simultaneously representing the Public Defender’s clients in other jurisdictions.

- Assist clients with trying to obtain services and/or to overcome any barriers that may be present in order to comply with court orders and to obtain assessments and services related to drug/alcohol, mental health, domestic violence, and other psychosocial issues.
- Assist in improving the Tribe's justice system, including recommendations of codes modifications and court rules, and participation in meetings and trainings.
- Maintain 24-hour availability to address urgent matters.
- Attend continuing legal education programs, seminars, and trainings, as necessary to perform the duties of Public Defender and to maintain professional licensing.
- Maintain confidentiality and adhere to all professional and ethical standards required by the Washington State Bar Association, Quileute Tribe, and any other bar associations of which the Public Defender is a member.
- Promote (when appropriate) and inform the Quileute Tribe Healing-To-Wellness Court of all qualified clients who may be interested in participating in the program.
- Provide professional legal services as a member of the Quileute Tribe Healing-To-Wellness Committee.
- Comply with the Quileute Tribal Court rules, policies, and procedures.
- Comply with the Quileute Tribe policies, procedures, and code of ethics.
- Other duties and responsibilities as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

- Cultural competency
- Professional demeanor
- Effective interpersonal communication
- Detail oriented/Attention to detail
- Knowledge of tribal, local, state, and federal laws
- Knowledge of Ethical behaviors and practices
- Strong critical thinking, interpersonal and public speaking skills
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to efficiently draft legal correspondence and pleadings
- Ability to communicate in a concise, professional, and business-like manner with clients, attorneys, peers and supporting staff
- Ability to work independently or with a team to develop case strategies.
- Ability to negotiate, research, and communicate verbally and in writing effectively

WORK ENVIRONMENT:

Work performed mostly indoors in an office setting. Certain circumstances may require outdoor work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- The employee is frequently required to sit and talk or hear.
- The employee is occasionally required to stand; walk; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include peripheral vision.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities

QUALIFICATIONS:

Required Qualifications:

- A law degree from an ABA approved law school.
- Active member in good standing of the Washington State Bar Association or other state bar association.
- Knowledge of tribal, state, and federal law relevant to proceedings in the Quileute Tribal Court.
- Have at least two years' experience in legal field.
- Have at least two years' experience in public service law, litigation, indigent defense or Indian Law.
- Must possess ability to demonstrate knowledge of Indian Law, especially related to jurisdictional issues in Indian Country.
- Trial experience and skills necessary.
- Must possess ability to understand, learn about, and appreciate the significant cultural uniqueness of the Quileute people and apply that knowledge to the representation of the clients and practice in tribal court.
- Be familiar with and capable of creating own legal documents and know how to utilize basic computer data-processing programs and procedures.
- Must successfully clear a criminal background and employment check.
- Must have a valid driver's license with private, insured vehicle for use during workday.
- Possess active professional liability insurance.
- Must have excellent written and verbal communication skills.
- May be required to successfully pass a written and oral exam demonstrating knowledge of the Tribe's laws and procedures.

Preferred Qualifications:

- Have at least five years of experience practicing law, preferably Indian Law in both Tribal and State Courts. Three years of Public Defender experience.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at <https://quileutenation.org/court/law-and-order-codes/>

Via email: court.administrator@quileutetribe.com

-OR-

**Quileute Tribal Court
P.O. Box 69
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Attorney/Spokesperson Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Request For Proposal (**REQUIRED**)
5. Tribal Enrollment Verification (**REQUIRED**)
6. Driver's License (**REQUIRED**)
7. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
8. Certification(s)
9. Credentials (if required)
10. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.