



JOB DESCRIPTION

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

Job Title	Reservation Attorney-Child Support	Division	BOD
Department	Legal	BOD, CEO, COO, CAO	BOD
Location	6406 Marine Drive Tulalip WA 98271	Travel Required:	No
Pay Grade	Attorney Salary Scale	Position Type	Full Time
Background Tier	1-C	Classification	Exempt
Skills Testing Required	No	Safety Sensitive	No
Supervisor	ORA Managing Attorney	Subordinate(s)	No

JOB SUMMARY

The Child Support Reservation Attorney main assignment is focusing on providing legal representation and assistance to the Tulalip Child Support Program. This position's responsibilities include but are not limited to providing advice on child support laws and representing the Tulalip Tribes in paternity, establishment, and modification and enforcement cases at court. This position will also involve providing general legal advice to other Tribal departments as needed and as directing by supervising personnel.

ESSENTIAL JOB DUTIES

- Drafts and reviews various legal pleadings, motions, documents and correspondence necessary to litigate child support cases and meet all applicable time frames and deadlines.
- Represents the Tulalip Tribes in civil proceedings regarding the Tulalip Child Support Program.
- Provides legal advice and support to Tulalip Child Support Program staff members. Reviews child support recommendations and worksheets prepared by the Tulalip Child Support Program. Works cooperatively with Tulalip Child Support Program to ensure timely flow of cases.
- Drafts and revises Tribal Codes, procedures, templates, and forms.
- Conducts legal research concerning Tribal, Federal, and State Law.
- Participates in planning, legal advice and strategy sessions with the Board of Directors and government departments.
- Regular and satisfactory attendance and punctuality
- Other related job duties as assigned.

MINIMUM REQUIRED EDUCATION

- Juris Doctor Degree from an accredited law school.

REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- Must be a member of the Washington State Bar association or be eligible for reciprocity.
- Member of the Tulalip Tribes Bar. **will allow six (6) months from start date to obtain.*
- Must be 25 years of age or older.
- Employment is contingent upon successful completion of a pre-employment background check

KNOWLEDGE OF

- Applicable Tribal, Federal, State and local laws, regulations, codes and/or statutes.
- Excellent communication skills both verbal and written.

**ABLE TO**

- Work effectively in a culturally diverse environment.
- Demonstrate ability to independently handle caseloads.
- Adhere to strict confidentiality of all departmental information seen and heard at all times.
- Attend mandatory State/Tribal training and other departmental training as required.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Continually learn and utilize a variety of information systems and software.
- Work independently with minimal supervision.
- Exhibit professional and ethical behavior at all times.
- Must be able to interact professionally with members of the public, court staff, and attorneys.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, and/or walk for extended periods.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Strength to lift objects weighing up to 25 – 50 lbs. occasionally.

ADDITIONAL DOCUMENTS REQUIRED:

Submit cover letter, law school transcript, writing sample and resume to:

Attn: Nicole Zackuse- Employment Manager

Tulalip Tribes

6406 Marine Drive

Tulalip, WA 98271

Phone: (360) 716-4292

Email: nzackuse@tulaliptribes-nsn.gov

Reviewed By:	Tiana Hatch	Date:	2/8/2023
Approved By:	Saza Osawa	Date:	2/8/2023