

JOB OPENING ANNOUNCEMENT

Job Title: Tribal Court Advocate

Report To: Chairperson

Department: Public Defender

Job Vacancy: YAN-21-042

Status: Full-Time; Exempt (32 hrs.)

Starting Wage: DOE

Opening Date: 06/01/2021

Closing Date: Until Filled

POSITION DESCRIPTION:

It is the responsibility of the Tribal Court Advocate to independently assist tribal members with legal matters in the Yavapai-Apache Tribal Court. This is a highly responsible position, which involves giving legal advice in the law of the Yavapai-Apache Nation as well as representing tribal members in the Yavapai-Apache Tribal Court. The incumbent practices with substantial independence under the general supervision of the Tribal Chairperson.

QUALIFICATIONS:

- Any combination of academic education, professional training and work experience that demonstrates the ability to perform the duties of this position.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

Knowledge of:

- Principles and practices of criminal and juvenile law.
- Legal procedures and administrative proceedings.
- Methods and practices of pleadings.
- Judicial procedures and the rules of evidence.
- Principles, methods, materials, practices and references utilized in legal research.

Skills in:

- Analyzing legal documents and instruments.
- Legal writing, including written opinions and court documents.

Ability to:

- Maintain the confidentiality of privileged information and investigative information.
- Learn to conduct interviews in a skillful and professional manner.
- Organize and keep clear, concise and accurate records of your actions and decisions.
- Establish and maintain effective working relationships with employees, other agencies and the public
- Communicate effectively, both verbally and in writing.
- Must have a High School Diploma or GED.
- At least two (2) years of college preferred.

- Minimum of (2) years tribal court legal advocacy or legal representation experience preferred.
- Must be able to work with minimal supervision.

DUTIES AND RESPONSIBILITIES:

- Conducts pre-trial investigations necessary for case preparation.
- Reviews police reports; interviews victim/witness(s) to obtain relevant detailed information regarding cases pending before the Tribal Court.
- Performs legal research and writes pleadings, briefs and prepares legal memoranda in a competent and timely manner.
- Defends juvenile offenses and adult criminal matters.
- Represents clients in civil matters.
- Attends pre-trial hearings, trials and post-trial hearings, including appeals from convictions; cooperates and coordinates with other Tribal agencies in the investigation and defense of juvenile offenses, adult criminal matters and civil cases in the Yavapai-Apache Tribal Court.
- Assists in the investigation, solution and defense of adult criminal matters in the Yavapai-Apache Tribal Court.
- Represents clients in Yavapai-Apache Nation administrative proceedings.
- Conducts client interviews and witness interviews.
- Negotiates plea agreements or other settlements with opposing counsel or unrepresented opposing parties.
- Works with other departments to inform them of indigent defense and consumer issues.
- Performs other related duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

