

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#17-054	December 7, 2016	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
<b>Assistant Public Defender</b> Public Defender's Office	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Exempt)
- Applicant must have a valid driver's license.
- Applicant must receive admission to the San Carlos Apache Tribal Bar Association within one year of employment and in good standing in another bar association.
- Applicant must have never been convicted of a felony and no convictions of a misdemeanor one year prior to hire and will be subject to a background check. *Note: Applicant must meet the requirement by completing Item No. 15, on the Application for Employment.*
- Applicant will be subject to and pass a local/Tribal, State and Federal Background Check.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As an Assistant Public Defender under the supervision of the Public Defender, the Assistant Public Defender shall represent without charge, criminal defendants, juvenile offenders, and parents and custodians in child welfare cases when appointed by the Tribal Court judges. The Assistant Public Defender will review applications and screen new cases to determine a plan of action. Shall appear and represent in the Tribe's adult court as needed or assigned by the Chief Public Defender. The Assistant Public Defender shall provide all necessary legal services in the representation of criminals and juveniles at all pre-, present, and post-trial proceedings. Representation of juveniles will include matters of delinquencies, family in need and Guardian Ad Litem matters, but only in the interest of said child. Perform investigative inquiries as necessary to represent a client. Shall perform legal research and follow up on matters as assigned by the Public Defender. Shall prepare or assist in drafting and filing motions, memorandums of law, petitions and other legal documents. Recognize sensitive and complex issues relating to court cases and handle efficiently. Will be responsible in assisting with data collection and reporting to the Public Defender as assigned. Shall perform other related duties as assigned.

### QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college leading to an AA/AAS degree in Criminal Justice or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had two (2) years of specialized experience.

Specialized experience is experience in defending cases involving criminal law, Guardian Ad litem, child welfare and juvenile delinquency successfully OR a combination of education and training in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the Constitution, Tribal Code, Ordinance, customs and traditions of the San Carlos Apache Tribe and related federal Indian Law.
2. Knowledge of legal documents such as warrants, complaints, subpoenas and other related legal documents.
3. Knowledge of the Tribal Court appellate process.
4. Knowledge of basic computer programs in order to articulate written motions and correspondence for clients.
5. Ability to coordinate case investigation, preparation and courtroom presentation.
6. Ability to present statement of fact, law and arguments clearly and logically, both orally and in writing.
7. Ability to recognize sensitive and complex issues relating to Court cases and handle efficiently.
8. Ability to understand criminal and civil cases and defend cases in accordance with existing laws.
9. Ability to display a high level of judgment and proficiency relating to Court cases.
10. Ability to research matters of the law independently and apply the research to legal arguments.
11. Ability to maintain confidentiality and a high level of ethics.
12. Ability to deal with members of the public with tact, diplomacy and respect.

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**OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**HUMAN RESOURCES OFFICE CLEARANCE:**

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**/s/Deidre Antonio**  
Human Resource Specialist

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**December 7, 2016**  
Date