

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#18-006	October 13, 2017	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Public Defender Office of the Public Defender	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:

- Political Appointee. (Appointed by Tribal Council). (Exempt).
- Applicant must be a member of the San Carlos Apache Bar Association in good standing.
- Applicant will be subject to a local/Tribal and State background check.
- Applicant must have never been convicted of a felony and no conviction of a misdemeanor one year prior to hire. **Note: Applicants must meet this requirement by completing Item No. 15 on the Application for Employment.**
- Applicant must complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- 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 a Public Defender under the general direction of the Tribal Chairman and the general oversight of the Law & Order Committee, the Public Defender shall represent without charge, criminal defendants and parents or custodians in child protection cases as appointed by Judges of the Court with the consent of the defendant. In addition, represent juveniles charged with delinquency. The Public Defender shall take all necessary steps to investigate the facts to make sure each case is fairly represented. Shall prepare or assist in motions, memorandum of law, petitions and other legal documents. Deal with prosecution in the negotiation of pleas, which are fair on behalf of the clients. Recommend appropriate sentences for convicted offenders to the Court, repair and file appeals where warranted. Carry out department needs in order to protect the sovereignty and customs of the Tribe and rights of the people. Coordinate case investigation, preparation and courtroom presentation. Advise defendants of their rights and ensure they have a fair trial. Criminal and Juvenile Procedures, established by the San Carlos Apache Tribe Code of Indian Offenses and San Carlos Apache Tribal Court rules that pertain to defense and courtroom presentation of criminal and juvenile cases. Perform other duties relating to Court matter and other 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 three (3) years of specialized experience.

Specialized experience is experience in defending cases involving criminal law in a courtroom or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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 Tribal Code, Ordinance, Tribal customs, traditions, and constitution.
2. Knowledge of court documents such as warrants, subpoenas, and other related legal documents.
3. Knowledge of the appellate process when defending clients.
4. Knowledge of basic computer programs in order to articulate written motions and correspondence for clients.
5. Ability to maintain professionalism and a strict standard of confidentiality.
6. Ability to coordinate case investigation, preparation and courtroom presentation.
7. Ability to present statement of fact, law and arguments clearly and logically, both orally and in writing.
8. Ability to recognize sensitive and complex issues relating to court cases and handle efficiently.
9. Ability to understand criminal and civil cases and defend cases in accordance with existing laws.
10. Ability to display a high level of judgment and proficiency relating to court cases.
11. Ability to research matters of the law independently.

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 Tribal 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.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Deidre Antonio
Human Resources Specialist

October 13, 2017
Date