

JOB OPENING ANNOUNCEMENT

Job Title: Staff Attorney

Reports To: Public Defender

Department: Office of the Public Defender

Job Vacancy: YAN-18-035

Status: Regular; Full-Time

Starting Wage: \$65,000

Opening Date: 4/09/2018

Closing Date: 4/27/2018

POSITION DESCRIPTION:

The Staff Attorney investigates, evaluates and defends juveniles and adults accused of violating the criminal laws of the Yavapai-Apache Nation. The Staff Attorney also represents parents in dependency and neglect proceedings, including Indian Child Welfare proceedings, before tribal and state courts. The Staff Attorney will perform the duties and responsibilities of the position in an ethical manner and assure that justice is upheld according to the laws and custom of the Yavapai-Apache Nation.

QUALIFICATIONS:

- Must possess a Law Degree from an ABA accredited law school within 30 days.
- Must be licensed to practice law in Arizona and in good standing within 3 months.
- Relevant experience in Criminal Law preferred.
- High level of written and oral communication skills and superior ability to advocate and persuade.
- Superior organizational skills and ability to handle significant number of active matters simultaneously
- Well-developed interpersonal skills and ability to work in a supportive and professional matter with other attorneys, support staff and other agencies
- Enthusiasm for the law and for public service
- Comfortable interviewing and working with individuals who have experienced trauma, are in crisis, or who struggle with mental illness and/or substance abuse or addiction
- Ability to interact constructively with individuals in highly emotional and adversarial situations
- Comfortable speaking in public to judges or juries and with various segments of the public
- Thorough knowledge of the rules of evidence, Constitutional law and Criminal law and Procedure and ability to competently apply those rules.
- Ability to exercise independent judgment and to handle unexpected problems efficiently.
- Strong work ethic
- Outgoing, compassionate and helpful personality
- Must possess a valid state-issued driver's license and be insurable with the Nation's insurance carrier, and maintain insurability of the same.

DUTIES AND RESPONSIBILITIES:

- Negotiate plea agreements.
- Develop the theory of a case, identify potential evidentiary issues, obtain evidence and prepare witnesses for trial
- Maintain professional relationships with witnesses, law enforcement agencies, attorneys and members of the community.
- Maintain strict confidentiality and uphold all rules of professional responsibility
- Work collaboratively with other tribal agencies, such as Department of Social Services, Probation, and Yavapai-Apache Wellness Court towards coordinated resolution of cases
- Research and write clear, well-supported legal motions and memoranda.
- Explain complex legal concepts to individuals who do not have a legal background.
- Attend bench/bar meetings and family health court staffing's within the Yavapai-Apache Tribal Court and contribute to the development and continued growth of the Nation's judicial system.
- Attend legal trainings and conferences when directed by the Public Defender; stay current on legislation and case law directly or indirectly affecting tribal court operations; attend continuing legal education seminars and trainings to maintain legal proficiencies and required licensing.
- Represents clients of the Yavapai-Apache Public Defender's Office who are accused of crimes in the Yavapai-Apache Tribal Court.
- Represents parents in Dependency and Neglect cases in the Yavapai-Apache and Arizona Courts.
- Advises and assists clients of the Yavapai-Apache Public Defender's Office on Yavapai-Apache, Federal, and Arizona law.
- Writes and argues appeals before the Yavapai-Apache Tribal Court of Appeals.
- Drafts legal document in accordance with law.
- Other duties as assigned by the Public Defender.

**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**

