

**YUROK TRIBE-JOB DESCRIPTION**  
**Legal Access Attorney**

Job Title:	<b>Legal Access Attorney</b>	Job Grade	12
Department	<b>Tribal Court</b>	Location	Eureka
Reports To:	<b>Assistant Director/Chief Judge</b>	FLSA Status	Exempt
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
Salary Range	<b>\$74,838-97,647</b>		

**POSITION SUMMARY:**

Under the general supervision of the Tribal Court Assistant Director/Chief Judge, the Legal Access Attorney will assist the Yurok Department of Health & Human Services, the Chief Judge and the Yurok Tribal Court in its client services and legal matters. The Legal Access Attorney will complete a variety of professional assignments. The Legal Access Attorney will work closely with the Social Workers, Staff Attorney, Chief Judge and other department staff.

**DUTIES AND RESPONSIBILITIES:**

1. Perform legal research including extensive analysis of legal positions. Determine and apply legal principles and precedents to problems and issues.
2. Provide direct and comprehensive legal services to eligible clients including advise, negotiation, and settlement.
3. Follow program guidelines in the maintenance of client files, confidentiality, calendaring events and other office procedures.
4. Prepare and submit necessary reports, including grant writing, contract compliance and administration.
5. Attend continuing legal education seminars, conferences, grant trainings, and keep abreast of changes in the law through reading or other means.
6. Provides legal advice, counsel, and assistance to the YHSS personnel and Yurok Tribal Court in relation to its duties and the operation of the Court and its programs, projects and services.
7. Assist in legal matters related to negotiating agreements with county justice agencies including Superior Courts in Humboldt and Del Norte Counties, and the drafting of Memoranda of Understanding outlining the roles and responsibilities of partner agencies.
8. Provide opinions on drafts, documents, and policies, and attend meetings concerning the Court.
9. Prepare legal briefs, develop strategies, arguments and testimony in preparation for the presentation of cases.
10. May appear in court hearings to represent the concurrent jurisdictional positions of the Tribal Court.
11. Performs a variety of professional legal work in child welfare, child support, family, civil and criminal cases.
12. Assists in the coordination of Tribal Court programs.

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**SUPERVISORY RESPONSIBILITIES:**

Provides advice, instruction and guidance to subordinates on work matters. Aids in the developmental and training needs of subordinates. Participate in recruitment and hiring of new staff.

**MINIMUM QUALIFICATIONS:**

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail correspondence.
- No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions, or bar ethics violations or on-going ethical violation investigations.
- No findings of a breach of bar ethics. Candidate must disclose if one has occurred or is pending review.
- Highly skilled, both orally and in writing.
- Must have transactional experience i.e., drafting of legal opinions and legislative drafting, etc.
- Experience in Administrative hearings, two (2) years preferred.
- Indian law experience, Yurok Tribe preferred
- Indian Child Welfare Act knowledge, preferred
- Federal, State and local governmental experience

**EDUCATION/EXPERIENCE:**

Grade 12: Graduation from an accredited law school, one year experience in either tribal, state or federal courts, and is a member of good standing of the California Bar,.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. Must have a CDL and a clean driving record.
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-

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one and small group situations to customers, clients, and other employees of the organization.

6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
7. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date