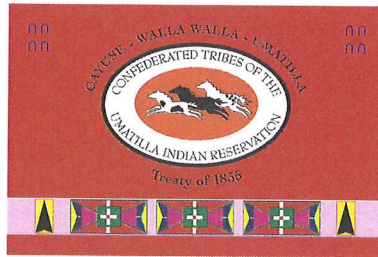


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMINE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Child Support Enforcement Attorney

SALARY: Pay Range 14
\$77,071.56 to \$107,068.80 Annual DOE/DOQ

DEPARTMENT: Department of Public Safety – Office of Child Support Enforcement

LOCATION: Located at Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

EMPLOYMENT STATUS: Full Time with benefits package
Exempt
Covered Status

SUPERVISED BY: Public Safety Director

OPENING DATE: April 26, 2022

CLOSING DATE: Open until filled (with first screening Friday, May 27, 2022 of complete packets)

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Child Support Enforcement Attorney is both the program manager for the Office of Child Support Enforcement (OCSE) and its staff attorney. As manager, he or she is responsible for the performance of the OCSE, including supervision of office staff and allocation of OCSE funds. As attorney, he or she litigates child

support enforcement cases before the Umatilla Tribal Court and other foreign courts. The Attorney also negotiates agreements with other governments for coordination of child support enforcement.

JOB DUTIES & RESPONSIBILITIES

1. Manage the Office of Child Support, including hiring staff, directing and evaluating staff, preparing budgets, authorizing expenses and being accountable for the performance of the office.
2. Assure the OCSE compliance with federal grant requirements.
3. Litigate actions to recover child support before the Umatilla Tribal Court and foreign courts.
4. Represent the Confederated Tribes in foreign courts, as needed, to ensure foreign court compliance with Tribal Court Orders.
5. Develop expertise in the federal, state and tribal laws and regulations governing child support enforcement generally.
6. Negotiate agreements with other jurisdictions for coordination of efforts and to maximize the efficiency of the OCSE.
7. Draft standardized forms and other legal documents for use by OCSE staff and the Umatilla Tribal Court in child support enforcement and paternity matters, consistent with the Family Law Code and program grant requirements.
8. Review, analyze and monitor the Confederated Tribes' institutions, laws, policies and procedures related to child support establishment and enforcement for compliance with federal regulations and for best practices. Propose changes to laws and policies as appropriate.
9. Coordinate and collaborate with other tribal staff, such as the Office of Prosecutor, the Department of Children and Family Services, and Tribal Court to maximize the effectiveness of the Confederated Tribes in assisting children and families on the Umatilla Indian Reservation.
10. Must maintain effective public, government-to-government, internal department and staff communications.
11. Prepare regular reports pertaining to caseload and types of actions.
12. Abide by the disciplinary rules and other requirements of the bar associations of which the attorney is a member, as well as any disciplinary rules adopted by the Tribes to govern attorney practice on the Reservation. Maintain a high level professionalism and ethics at all times.
13. Comply with the Confederated Tribes' laws and administrative policies.
14. Travel long distances by car or plane as required.
15. Work on multiple projects while remaining organized and meeting deadlines.
16. Work effectively with a wide variety of non-legal staff and policy makers.
17. Handle demanding, angry or upset people in a professional manner.
18. Other duties as assigned by the Public Safety Director.

SUPERVISORY AUTHORITY:

Supervises the Office of Child Support Enforcement (OCSE)

SIGNATORY AUTHORITY:

All the normal documentation that requires a program manager's signature: Annual Evaluations of program staff, Travel Requests, Purchase Requests, Leave Requests, Program Time Sheets, etc. Federal grant reporting documentation for the grant that funds the program.

ACCESS TO SENSITIVE AREAS:

OCSE office, OCSE records storage areas

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Juris Doctor Degree from an accredited law school.
2. Active membership in the Oregon State Bar, in good standing, or ability to attain reciprocal admission to the bar within six months of hire.
3. At least two years of experience as an attorney.
4. At least one years of experience in family law, child support enforcement, or closely related work
- 4.
5. Experience supervising non-legal staff in a law office environment.
6. Familiarity with basic principles of federal Indian law, including such topics such as tribal sovereignty and jurisdiction, the Indian Child Welfare Act, and related matters.
7. Familiarity with federal law governing child support enforcement.
8. Ability to work with minimal supervision, organize well and handle multiple projects in a timely manner.
9. Ability to communicate the law and complex ideas in a manner understandable to laypersons.
10. Ability to communicate effectively in legal pleadings and in court.
11. Must have a valid state driver's license reliable transportation, and meet Tribal insurance requirements.
12. Knowledge of computer operations and software programs typically used in legal setting, including Microsoft Windows, Word, Outlook, Excel, Westlaw and other software commonly used by legal profession.
13. While not required, experience litigating before American Indian tribal courts preferred.
14. Must be able to maintain strict confidentiality.
15. Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal members, all levels of tribal staff and management.

PHYSICAL DEMANDS:

1. Physical ability to do the functions of the job, including sitting at a computer typing for long hours, handling the stress of litigation, public speaking and high work demands
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.06.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form (both sections, if applicable)
5. Writing sample
6. Official copy of law school transcript.
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

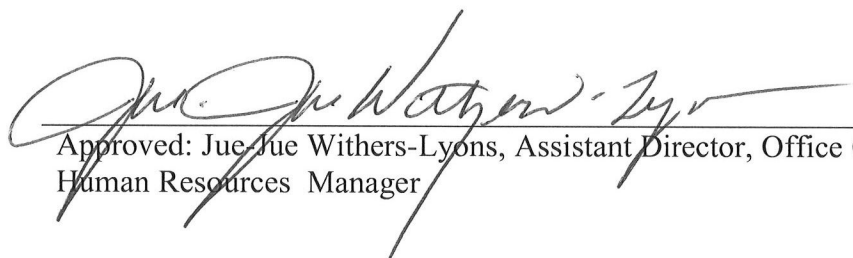
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jue Jue Withers-Lyons, Assistant Director, Office Of
Human Resources Manager

4/26/2022
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

