



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4367 Fax (360) 374-4368



JOB TITLE: Public Defender
ORGANIZATION: Quileute Tribal Court
SUPERVISOR: Court Administrator
SALARY RANGE: DOQ/DOE
CLOSING DATE: Until Filled

POSITION SUMMARY:

The Public Defender is considered a “Personal Service Contractor” and is responsible for representing all persons alleged to have committed a violation of the Tribe’s criminal code, its juvenile code or alleged to have committed acts of abuse or neglect pursuant to a tribal dependency proceeding. This representation shall extend from arraignment/initial hearing through appeal where appropriate.

DUTIES AND RESPONSIBILITIES:

- Represent individuals charged with violations of the criminal code for arraignment through bench or jury trials, including reviewing all affidavits, police incident reports and complaints filed in determining what legal advice and assistance is proper.
- Represent individuals in juvenile delinquency matters through adjudication, including reviewing all affidavits, police incident reports, and petitions filed in determining what legal advice and assistance is proper.
- Represent parents in dependency proceedings in the Quileute Juvenile Court, including reviewing all affidavits, police incident reports, and petitions filed in determining what legal advice and assistance is proper.
- Be prepared for trial or an adjudication hearing by interviewing all witnesses and making the determination of who shall testify in court and be responsible for doing legal research pertinent to each case.
- File and argue any motions which are honestly defensible under the law, and which serve the interest of the client.
- Prepare jury instructions in all jury cases that will advise the jurors of the elements of each crime, the standards for conviction or acquittal and any legal circumstances which may affect guilt or innocence.
- Other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

- Knowledge of the Quileute Law and Order Code, rules of criminal procedure and rules of juvenile procedure.
- Knowledge of criminal law, juvenile law, the Quileute Constitution, codes and ordinances, rules, precedents and relationships affecting jurisdiction on criminal court cases.
- Knowledge of federal law.
- A strong and abiding conviction in the right of Indian tribes to self-governance, their sovereignty, and a desire to defend that sovereignty by supporting the institutions of tribal government, especially the tribal court.

- Knowledge of the Indian Civil Rights Act and all its provisions and have full understanding of due process.
- Willing to work two to three days per week for approximately eight hours each day.

DESIRED QUALIFICATIONS:

- Bachelor's Degree in criminal justice field or related field desired.
- Have at least five years' experience in legal field.
- Have at least twenty-four months experience in public service law, poverty litigation, indigent defense or Indian Law preferred.
- Must possess ability to demonstrate knowledge of Indian Law, especially related to jurisdictional issues in Indian Country.
- Trial experience and skills necessary.
- Must possess ability to understand, learn about, and appreciate the significant cultural uniqueness of the Quileute people and apply that knowledge to the representation of the clients and practice in tribal court.
- Be familiar with and capable of creating own legal documents and know how to utilize basic computer data-processing programs and procedures.
- Must successfully clear a criminal background and employment check.
- Must have a valid driver's license.
- Must have excellent written and verbal communication skills.
- May be required to successfully pass a written and oral exam demonstrating knowledge of the Tribe's laws and procedures.

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

HOWTOAPPLY:

Please submit a resume, cover letter and three professional references and a quote to provide services as described to:

Quileute Tribal Court
Rocky Johnson, Court Administrator
rocky.johnson@quileutenation.org
P.O. Box 69
La Push, Washington 98350

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.