



# Quileute Tribal Council

• QUILTEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

**Conflict Public Defender  
(PSC)**

Position: **CONFLICT PUBLIC DEFENDER**  
Supervisor: Court Administrator  
Location: Tribal Court  
Work Info: Refer to PSC-Hours will be determined by case load  
Salary: DOQ/DOE  
Closes: **Open until filled**

### **RESPONSIBILITIES:**

The Conflict Public Defender is considered a “Personal Service Contractor” and is responsible for representing 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. Conflict cases are generally set for hearing on the fourth Tuesday of each month beginning at 10:00 a.m.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- 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 parents or children in dependency proceedings in the Quileute Tribal Court, including reviewing all affidavits, police incident reports, and petitions 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.
- 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.
- Prepare, 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.
- Prepare orders for Court hearings as necessary.
- Initiate contact with assigned client(s) within twenty-four (24) hours of assignment and provide contact information to his/her client(s) for availability during office hours.
- Return client phone calls or other attempts to contact the Conflict Public Defender within forty-eight (48) hours, excluding weekends.
- Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION:**

- Knowledge of the Quileute Law and Order Code, rules of criminal procedure and rules of juvenile procedure.
- Knowledge of criminal law, Indian child welfare 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.

## **EDUCATION / EXPERIENCE REQUIREMENTS:**

- Bachelor's Degree in criminal justice field or related field desired.
- Have at least five years' experience in legal field.
- Have at least two years' 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.

## **SPECIAL CERTIFICATIONS REQUIRED:**

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.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will

be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered.

Applications can be obtained at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350