

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2020-15**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

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|----------------------|---|
| <b>POSITION:</b>     | <b>Family Legal Assistance Attorney</b>     |
| <b>OPENING DATE:</b> | <b>May 7, 2020</b>                          |
| <b>CLOSING DATE:</b> | <b>Open Until Filled</b>                    |
| <b>DEPARTMENT:</b>   | <b>Governor / Government Affairs Office</b> |
| <b>SALARY RANGE:</b> | <b>E-17; \$60,923 - \$91,374</b>            |

**Position Summary:**

Under the administrative supervision of the Government Affairs Director or his/her designee, the Family Legal Assistance Attorney represents, advises, and advocates for Laguna families and elders who cannot afford legal representation on issues affecting economic security, health, substance abuse, and education. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Represents and advises Pueblo family members who cannot otherwise obtain representation in civil law areas of housing, income maintenance, family law, consumer protections, veterans and public benefits, and barriers to employment.
- Represents respondents who cannot otherwise obtain representation in child welfare proceedings brought by Laguna Social Services in the Pueblo Children's Court.
- Engages with community and other stakeholders and experts to establish priorities, evaluate strategies, and continually improve effectiveness.
- Develops policies and procedures appropriate for government agency representing individuals in accordance with applicable Pueblo, state, and federal law and the New Mexico Rules of Professional Responsibility.
- Establishes means of maintaining appropriate stakeholder and community input into strategic and resource decisions to best support families and elders facing legal issues.
- Appears in state and federal judicial, administrative, and legislative forums on behalf of individual clients and to advocate community interests as appropriate.
- Assures that all legal and ethical rules and requirements are met to avoid legal conflicts of interest.
- Provides community education to assist Laguna people in avoiding or minimizing legal pressures on their families.
- Collaborates with other legal services providers in New Mexico and other Native communities.
- Seeks out additional funding and opportunities to expand capacity to serve Laguna families.
- Supervises and mentors additional staff as resources become available.
- Maintains active communication with Government Affairs Director and other staff to prevent duplication of effort, to assure an effective resolution of issues and problems, and to avoid inappropriate conflict of interests.
- Reviews and analyzes legal documents, including but not limited to court decisions, proposed legislation, rules, regulations, and pending legislation.
- Drafts legal documents, motions and other pleadings, policy proposals, legal memoranda, educational materials, and other documents to support alleviating legal pressures facing indigent Laguna families.
- Maintains records and files, assuring compliance with confidentiality requirements of the Laguna Code and federal law and professional conduct rules of the NM Bar.
- Contributes to a team effort, completes assignments timely, and accomplishes related results as required.
- Performs other duties as assigned.

**Minimum Qualifications:**

Juris Doctorate from an accredited law school required. Two (2) or more years of relevant work experience in poverty law areas such as family law, housing, public benefits, and consumer issues required. Member in good standing with the New Mexico State Bar or licensed in any other state and by New Mexico within one year of hiring required. Fluency in the Laguna language preferred.

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### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Public Defender is designated as a High Risk Public Trust (HRPT) position.

| Type of Background Check   | Required |
|--|----------|
| Pre-Employment Drug Screening  | X        |
| Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable) | X        |
| Employment Verification, Education / License Verification, Personal Reference Verification   | X        |
| Fingerprint Verification   | X        |
| Must Be Able to Drive a Pueblo Issued Vehicle  | X        |
| Other: Professional Services Employment Agreement  | X        |

### **Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government, pueblo customs, and traditions.
- Knowledge of applicable laws, regulations, and requirements, including relevant Chapters of U.S. Code, Title 25 – Indians, the Pueblo of Laguna Constitution, Codes, and Ordinances.
- Knowledge of standards of conduct applicable to licensure and profession.
- Knowledge of proper spelling, grammar, punctuation, and legal terminology.
- Knowledge of courtroom procedures and processes.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and establish positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to work independently and meet strict time lines.
- Ability to analyze situations, make solid decisions and exercise independent judgement.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare comprehensive reports and presents accurate information.
- Ability to interpret and implement applicable laws, regulations, and requirements.
- Ability and skill to be persuasive and tactful in controversial situations.
- Skill in preparing, reviewing, analyzing and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [poemployment@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);

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2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**