



## JOB DESCRIPTION

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

Job Title	TOCLA Civil Legal Aid Attorney	Position Number	
Department	Tulalip Tribal Court	Division	
Location	31 <sup>st</sup> ST NW Campus	Travel Required:	Yes
Pay Grade/Rate		Position Type	Contract - Full time
Background Tier	II	Classification	Exempt
Skills Testing Required	Yes – Typing test 35 wpm	Safety Sensitive	No
Supervisor	TOCLA Lead Staff Attorney	Subordinate(s)	No

### Job Description

#### JOB SUMMARY

*The Civil Legal Aid Attorney will provide holistic civil legal services to low-income tribal members through the Tulalip Office of Civil Legal Aid. To provide legal representation to low-income Tribal members in civil matters in Tulalip Tribal Court.*

#### ESSENTIAL JOB DUTIES

1. Provide holistic, culturally competent representation in civil legal cases using the three phase approach of full representation, basic representation and brief service;
2. Respond in a timely manner to comply with court orders;
3. Provide case monitoring;
4. Successfully manage trials and post-trial matters;
5. Conduct regular office and open clinic hours;
6. Attend meetings with clients when necessary;
7. Work collaboratively with clients, their families, case managers, and service providers as necessary;
8. Meet individually with clients in a variety of settings as necessary;
9. File motions and responses pursuant to the laws of the Tulalip Tribes;
10. Provide notice and service on clients in a timely manner;
11. Negotiate services and court orders as necessary, including homes;
12. Assist with maintaining data on case types, trends and adjustments to case priorities;
13. Assist with writing grant reports in a timely manner;
14. Adhere to all grant regulations, if applicable;
15. Serve on the Law and Justice Committee and sub-committees as needed;
16. Maintain files, data entry, shared calendars, and office space as necessary;
17. Maintain data entered into designated database and forms;
18. Maintain annual data statistical reports;
19. Assist with other duties within the Tulalip Office of Civil Legal Aid as requested;
20. Attend all mandatory meetings;
21. Coordinate and provide outreach to the community;
22. Schedule and coordinate subject matter specific legal clinics for the Tulalip Community;
23. Perform all other duties deemed necessary.



*All employees:*

- Regular and satisfactory attendance and punctuality.
- Other related job duties as assigned.

**MINIMUM REQUIRED EDUCATION**

- Juris Doctorate from an accredited law school required.

**MINIMUM RELATED EXPERIENCE**

- Minimum of (2) Years of experience with at least one of the following: 1) representing clients in civil cases; 2) working in civil legal aid; and/or 3) representing Indian tribal members in Tribal Courts.

**REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES**

- Must be licensed to practice law in Washington State or become licensed to practice law in Washington State within six months;
- Must be a member of the Tulalip Tribal Bar or able to pass the Tulalip Tribal Bar Exam after acceptance of position;
- Must maintain all office records in strictest confidentiality according to Washington State Bar Rules of Professional Responsibility;
- Valid Driver's License.
- Employment is contingent upon successful completion of a pre-employment background check.

**KNOWLEDGE OF**

- Must have strong interpersonal communication skills.
- Must have basic computer skills.
- Must be able to have a working knowledge of Microsoft Office software programs.
- Must be able to establish and maintain a tickler system to ensure scheduled cases and resultant paperwork are prepared for court and attendance at court hearings.
- Must be proficient in basic digital or paper filing system principles.
- Must have a basic understanding or experience working with or within Native American communities.
- Must have experience working with underprivileged populations.
- Must have the tolerance and patience to work with upset, frustrated, or impaired persons.
- Must be willing to work with elders and those with diminished capacity.
- Must be willing to attend progressive related training as deemed necessary.
- Must be willing to work directly with clients and assist with presentations geared toward the Tribal community.
- Must be able to work independently with minimal supervision.
- Office practices and procedures.
- Principles and practices of tribal government management.
- Areas of law most commonly needed by the community, including wills and trusts, elder and vulnerable adult protection, housing, contracts, family law, and education law.

**ABLE TO**

- Work effectively in a culturally diverse environment.
- Maintain confidentiality and communicate with tact and discretion.



- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Continually learn and utilize a variety of information systems and software.

**PHYSICAL REQUIREMENTS**

- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties

Reviewed By:		Date:	
Approved By:		Date:	