**JOB DESCRIPTION**

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

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

**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

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<thead>
<tr>
<th>Reviewed By:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Approved By:</td>
<td>Date:</td>
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