**Position Summary:**
Under direct supervision of the Public Defender and/or Government Affairs Director, the Law Clerk assists in all aspects of legal services including performing data collection, analysis and reporting to assess the need for remedial rehabilitative treatment opportunities within the Pueblo of Laguna. Consistently applies the Pueblo’s Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

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

**Essential Duties & Responsibilities:**
- Conducts case data research as assigned.
- Performs basic data analysis and reporting.
- Prepares or reviews and edits briefs and legal memoranda as assigned.
- Prepares and drafts legal correspondence as requested.
- Compiles references on jurisprudence required for legal analysis.
- Assists with drafting POL-specific legislation, codes, policies, and procedures.
- Drafts reports and recommendations of assigned legal issues.
- Contributes to a team effort toward accomplishing tasks and achieving timely results.
- Performs other duties as required.

**Minimum Qualifications:**
Successful completion of at least one academic year of law school required. Background of study in Federal Indian Law preferred.

**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 Law Clerk is designated as a Moderate Risk Public Trust (MRT) position.

<table>
<thead>
<tr>
<th>Type of Background Check</th>
<th>Required</th>
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<tbody>
<tr>
<td>Pre-Employment Drug Screening</td>
<td>X</td>
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<tr>
<td>Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)</td>
<td>X</td>
</tr>
<tr>
<td>Employment Verification, Education / License Verification, Personal Reference Verification</td>
<td>X</td>
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<tr>
<td>Fingerprint Verification</td>
<td>X</td>
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<tr>
<td>Must Be Able to Drive a Pueblo Issued Vehicle</td>
<td>X</td>
</tr>
<tr>
<td>Other</td>
<td>X</td>
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</tbody>
</table>
Knowledge, Abilities, and Skills:
- Knowledge of Federal Indian Law.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of legal terminology.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds; to maintain professional relationships with co-workers.
- Ability to work independently and meet strict timelines.
- Skill in performing research of legal and historical resources (Internet, library, subscription, and free).
- Skill in preparing, reviewing, and interpreting legal documents and publications.
- Skill in gathering, analyzing, and organizing information.
- Skill in computer use, including Word, Excel, Access, Outlook, PowerPoint and software unique to program.

Application Instructions:
- Go to 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 polemployment@pol-nsn.gov;
  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