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

**Job Title**  
Domestic Violence Victim Advocate Attorney

**Division**  
Tulalip Tribal Court

**Department**  
Tulalip Tribal Court

**Location**  
6332 31st Suite B Campus

**Travel Required:**  
Yes

**Pay Grade/Rate**  
DOE

**Position Type**  
Full time contract

**Background Tier**  
Tier II

**Classification**  
Exempt

**Testing Requirements**  
No

**Safety Sensitive**  
No

**Supervisor**  
TOCLA Program Manager

**Subordinate(s)**  
No

**Job Description**

**JOB SUMMARY**

The Victim Advocate Attorney provides civil legal assistance and representation to domestic violence, sexual assault, stalking and dating violence victims in cases relating to their victimization.

**ESSENTIAL JOB DUTIES**

1. Represent victims in civil legal proceedings; including Snohomish County and Tulalip Tribal Courts;
2. Manage and maintain case files according to office systems and follow general office procedures;
3. Work with tribal agencies and programs to strengthen client cases;
4. Participate in weekly case consultation with the Tulalip Office of Civil Legal Aid;
5. Attend weekly meetings with the Legacy of Healing department;
6. Assist in community awareness about domestic violence legal issues;
7. Prepare written reports regarding cases and the case results;
8. Continue professional development, including continuing legal education and training in the areas of Indian law and domestic violence issues;
9. Coordinate with Domestic Violence Services of Snohomish County to increase services to Native women.
10. Respond in a timely manner to comply with court orders;
11. Provide trial and post-trial management and case monitoring;
12. Attend client meetings as well as any other mandatory meetings;
13. Meet individually with clients in a variety of settings as necessary;
14. Work collaboratively with clients, their families, and service providers;
15. Negotiate court orders and services as necessary;
16. Direct and oversee the work of a legal assistant or paralegal;
17. Adhere to all grant regulations and assist with writing grant reports in a timely manner;
18. Serve on the Law and Justice Committee and sub-committees as needed;
19. Assist with other duties within the Tulalip Office of Civil Legal Aid as requested;
20. Regular and satisfactory attendance and punctuality;
21. Other related job duties as assigned;

**MINIMUM REQUIRED EDUCATION**

- High School Diploma or GED equivalent
- Juris Doctorate from an accredited law school
MINIMUM RELATED EXPERIENCE

- Two (2) years’ experience working with at least one of the following: 1) representing clients in civil cases; 2) working in civil legal aid; or 3) representing tribal members in Tribal Courts
- Federal or State litigation experience preferred
- Experience representing victims of domestic violence in civil litigation preferred

REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- WA State Driver’s License & Personal Automobile Insurance
- Be licensed to practice law in Washington State or become licensed to practice law in Washington State within six months
- Be a member of the Tulalip Tribal Bar or able to pass the Tulalip Tribal Bar Exam after acceptance of position
- Employment is contingent upon successful completion of a pre-employment background check

KNOWLEDGE OF

- Federal and state laws pertaining to Native Americans
- Domestic violence victims’ advocacy
- Excellent legal research, writing, and oral communication skills
- A basic understanding or experience working with or within American Indian communities
- Must have the ability and desire to work with diverse and low-income populations
- Basic filing system principles
- Computer literate with working knowledge of Microsoft Office and/or Word, Excel, and Access
- Grants, grant management, and grant reporting is a plus

ABLE TO

- Have the tolerance and patience to work with upset, frustrated, or impaired persons
- Work independently with minimal supervision
- Maintain all office records in strictest confidentiality according to Washington State Bar Rules of Professional Responsibility
- Be dependable and trustworthy
- Work flexible hours as needed
- Attend progressive related training as deemed necessary

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
- Manual and finger dexterity to operate personal computer, and to accomplish routine paperwork
- Ability to stoop and bend for routine filing duties

Reviewed By: Alicia Horne       Date: May 21, 2021
Approved By: Angela Rice      Date: May 21, 2021