



JOB DESCRIPTION

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	BOD, CAO, CEO, COO	COO
Location	6332 31 st 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