

YUOK TRIBE OFFICE OF TRIBAL ATTORNEY (OTA) 2023 LAW CLERK APPLICATION

The Yurok Tribe has the largest membership base of all California tribes, and we are dedicated to protecting our natural resources and our way of life. As an intern with Yurok's OTA, you will gain experience working directly with Tribal leadership in areas of environmental law, gaming law, policy development, appellate briefing, and more. Law clerks are a part of our community, and they are invited to cultural events and in-the-field experiences throughout their internship.



Erin Rubin,
2022 OTA Summer Clerk
UCLA School of Law
J.D. Candidate, 2023



YUROK TRIBE

190 Klamath Boulevard • Post Office Box 1027 • Klamath, CA 95548



2023 Summer Law Clerk

The Yurok Tribe is a natural resources tribe and the most populous tribe in California with over 6,400 members. Yurok people are known as great fishers, eelers, basket weavers, canoe makers, dancers, healers, and strong medicine people. Yurok Tribal Council and staff continue to protect and preserve Yurok natural resources, culture, and the Yurok way of life. The Office of the Tribal Attorney (OTA) provides support and acts as legal counsel to the Yurok Tribal Council, and it provides legal support for the needs of the numerous tribal departments. OTA represents the Tribe in litigation in tribal, state, and federal courts to assert and defend tribal interests, and it represents the tribal government in engagement with state and federal agencies, other tribes, and outside entities. OTA assignment areas are vast, representing a wide range of legal issues. OTA is currently accepting law clerk applications for 2023. The individual(s) selected will assist OTA staff as needed. For a full job description and minimum qualifications, please see below.

The Law Clerk position requires a minimum seven-week commitment and includes research, writing, or other work on Federal Indian law and/or Yurok specific-issues related to current OTA assignments. Our Law Clerk program provides the unique opportunity to work closely with our clients and with Yurok Tribal Council and Department Directors. Our interns experience the diversity of legal work that make in-house tribal counsel both challenging and rewarding. The Yurok Tribe currently has over 30 departments and programs, ranging from forestry, social services, economic development, and fisheries to governmental affairs.

To apply to the Law Clerk position, please email the following application materials to Anne Perry, Associate General Counsel, at anperry@yuroktribe.nsn.us beginning **Monday, December 12, 2022**:

- Cover Letter
- Resumé
- Law School Transcript
- Legal Writing Sample (no more than five pages)

If possible, please combine your application materials into one pdf document. We will accept applications on a rolling basis. The Law Clerk position is unpaid. Applicants are encouraged to seek financial support through relevant public interest programs or through other public interest scholarships. The Office of the Tribal Attorney is happy to work with students who are seeking school credit for their work.

The Law Clerk position will be based in the Klamath Tribal Office located at 190 Klamath Blvd, Klamath, CA 95548 or it may be remote. The closest airports are Crescent City, CA (CEC), Arcata, CA (ACV), and Medford, OR (MFR). To learn more about the Yurok Tribe please visit our website at www.yuroktribe.org.

JOB DESCRIPTION

Job Title:	Law Clerk	Job Grade	N/A
Department	Office of the Tribal Attorney	Location	Klamath or Remote
Reports To:	General Counsel	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	Unpaid; Public Interest Funding and School Credit May Be Available		

POSITION SUMMARY:

Under the general supervision of the General Counsel, the Law Clerk will assist the Tribal Council and Tribal Departments in the legal matters related to the business of the Tribe. The Law Clerk will complete a variety of professional assignments on behalf of the Tribal Council and departments as assigned by the General Counsel.

DUTIES AND RESPONSIBILITIES:

- Performs legal research (e.g., statutes, regulations, case law, policies) including analysis of legal positions.
- Prepares memoranda, correspondence, case law briefs, and legislative summaries.
- Assists in drafting appropriate ordinances and policies that implement the Tribe's self-governance objectives.
- Provides opinions on documents and policies and attends meetings concerning tribal regulatory (including environmental) matters.
- Prepares draft complaints or supporting documents under the supervision of tribal attorneys.
- Attends Tribal Council meetings as requested.
- Prepares draft legal briefs, arguments, and testimony in preparation for presentation of a case.
- Other assignments as determined by the General Counsel.

MINIMUM QUALIFICATIONS:

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail.
- Highly skilled at communicating, both orally and in writing.
- Able to work independently.
- Disclosure of any disciplinary action taken or pending by any undergraduate or graduate school or university.
- Disclosure of any felony or misdemeanor charges or convictions and, if applicable, the name and address of the court(s) involved.

EDUCATION/EXPERIENCE:

- Current law student.
- Demonstrated legal research abilities.
- Excellent written/oral communication skills.
- Familiarity with LexisNexis/LexisAdvance, Westlaw.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy. This includes pre-employment drug and alcohol screening.
- When necessary, must be able to lift 25 to 50 pounds.
- Must pass a comprehensive background check prior to employment.

LANGUAGE SKILLS:

Must have the ability to read, write, and comprehend instructions given both verbally and in writing and be competent communicating by short correspondence and by legal memos. Must have the ability to effectively present information in one-on-one and small group situations to clients, employees, and other interns of the organization. Knowledge of Yurok language is preferred but is not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the Law Clerk is frequently required to walk, stand, and to use hands and fingers to type and manipulate a mouse and/or a trackpad.