



WIND RIVER INTER-TRIBAL COUNCIL
HUMAN RESOURCE OFFICE
15 NORTH FORK ROAD, RM 102
P. O. BOX 217
FORT WASHAKIE, WYOMING 82514
PHONE: 307-335-2046 FAX: 307-332-5015



JOB DESCRIPTION

DEPARTMENT/PROGRAM: Wind River Inter Tribal Council

POSITION: Public Defender Licensed Attorney

HOURLY: \$43.24

SALARY: \$89,947 per year

OPENING: December 31, 2025

CLOSING: Until Filled

Incumbents must have a high degree of personal responsibility for sound, independent judgment and for decisions concerning the total scope of the Public Defender's Office.

SUPERVISION: This position is under direct supervision of the Wind River InterTribal Council.

GENERAL STATEMENT: Serves as the Public Defender in accordance with the Shoshone & Arapaho Law and Order Code (SALOC). The term of the Public Defender shall be perpetual, as set forth in the SALOC. The Public Defender serves by appointment of the Wind River Inter-Tribal Council.

DUTIES AND RESPONSIBILITIES:

- Represents all adult and juvenile defendants charged with violations of the SALOC who are assigned by the Wind River Tribal Court.
- Must be available on short notice for arrangements.
- Acts as Guardian Ad Litem in minor in need of care cases.
- Responsible for Involuntary commitments for persons needing treatment for the serious mentally ill, represents the individual.
- Interviews, as needed, victims, witnesses, police officers, and applicable Tribal agencies in preparation for defense of cases before a Judge.
- Prepares for trials, preliminary hearings, plea bargaining sessions, hearings, assignments and sentencing.
- Works closely with legal services, Bureau of Indian Affairs law enforcement, Tribal social service programs, Tribal probation officers and juvenile probation officers.
- Maintains statistical information on caseloads, attends training, keeps up to date on United States Supreme Court case, state, and tribal cases affecting the Eastern Shoshone and Northern Arapaho Tribes.

SUPERVISORY RESPONSIBILITY:

- Responsible for the supervision of staff in the Public Defender's office.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must be licensed or have the ability to be licensed in the Wind River Tribal Court within thirty (30) days of hire.
- Must have never been convicted of a felony crime.
- Must not have been convicted of a misdemeanor crime within one (1) year of applying for this position.
- Must be able to pass a background check.
- Must pass a pre-employment drug test.
- Must not have received a dishonorable discharge from the Armed Forces of the United States of America.
- Must maintain the utmost confidentiality of court documents.
- Must be a self-starter who can work with minimal supervision.
- Must have excellent written and oral communication skills with experience in writing a variant of court related documents.
- Must have knowledge and understanding of courtroom procedures.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs or as deemed necessary.

EDUCATION AND EXPERIENCE:

- The above knowledge and skills, abilities are typically acquired through a combination of education and experience to:
- A high school diploma or equivalent and have five (5) years of related experience and/or education
- Incumbents must have a Juris Doctorate from an accredited law school.
- Must have passed the Shoshone and Arapaho Tribal Bar exam prior to appointment.

OTHER SKILLS AND ABILITIES:

- Must be experienced and knowledgeable in the use and operation of computers, mobile phones and devices, email, calculator, copier and printers.
- Must be able to use sensory skills in order to communicate and interact with others.
- Ability to sit, stand and walk for long periods of time while remaining mentally alert.
- All other duties as assigned.

REQUIREMENT: Must pass a pre-employment drug test. Must pass a background check. Must

have a valid driver's license. Must maintain strict confidentiality. Preference will be given to enrolled Eastern Shoshone and Northern Arapaho members.

TO APPLY: Persons interested in the position should submit a Wind River Inter-Tribal Employment Application and resume to the Human Resources Office located at 15 North Fork Road, Fort Washakie WY 82514 or email to HR@writc.org. Preference will be given to enrolled E. Shoshone and N. Arapaho members.