

# Sauk-Suiattle Indian Tribe

## Job Description

**Job Title:** Public Defender/ Legal Aid Attorney  
**Department:** Legal  
**Reports To:** General Manager  
**Status:** Salaried  
**Prepared By:** Office of Legal Counsel  
**Prepared Date:** 06/26/2018  
**Approved By:** Tribal Council  
**Approved Date:** 7/5/18  
**First Review:** 7/25/18 then until position filled

**Summary:** The Public Defender/ Legal Aid Attorney serves the general membership of the Sauk-Suiattle Indian Tribe. The primary duty of this position is to act as a public defender in the Sauk-Suiattle Tribal Court, representing eligible defendants, and to advise and represent eligible clients in addressing civil legal matters before the Sauk-Suiattle Tribal Court and elsewhere.

### Essential Duties and Responsibilities

This list is intended only to illustrate the various types of work performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position. The list is not organized in order of importance. Other duties as assigned:

- Represent defendants in Sauk-Suiattle Tribal Court
- Provide legal services to Sauk-Suiattle Tribal Members, including but not limited to, and for illustrative purposes only
- Estates
- Family relations
- Welfare services
- Various legal matters as they arise

This position will require a deep understanding of legal ethics, particularly client confidentiality and conflicts. The primary duty of the position is as public defender of the Sauk-Suiattle Indian Tribe, any additional legal aid services must not conflict with this primary responsibility and an understanding of conflicts, potential conflicts, and ability to confidently perform conflict checks is required.

**Supervisory Responsibilities:** None

**Qualifications** The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and/or Experience**

- License to practice law in Washington State
- 2-3+ years of legal experience preferred
- Experience in Indian Country preferred

### **Language Skills**

Ability to read, analyze, and interpret legal texts, court opinions, laws and regulations. Ability to write briefs, memos, and conduct oral advocacy in Tribal and State Court. Ability to communicate with clients who may have little to no experience with the legal system.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

A valid current drivers license is required.

Washington State Bar License required or the ability to acquire a Washington State Bar License in six months from the starting date of employment.

**Physical Demands/Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

### **Privacy Policy:**

The Public Defender/ Legal Aid Attorney shall comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i)(I).

**Culturally Sensitive:** All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:** Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:** All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

## NATIVE AMERICAN AND VETERAN PREFERENCES APPLIES