



Confederated Tribes of the Chehalis Reservation

JOB DESCRIPTION

Title:	Criminal Public Defender	Department:	Tribal Court
Location:	Tribal Court	Supervisor:	Court Administrator
Classification:	Full-time, Exempt	Pay Grade:	Professional

Job Summary: The Public Defender is responsible for representing all persons alleged to have committed a violation of the Chehalis Tribe's criminal code, its juvenile code or alleged to have committed acts of abuse or neglect pursuant to a tribal dependency proceeding. This representation shall extend from arraignment/initial hearing through appeal where appropriate.

Job Duties & Responsibilities:

- A. Represent individuals charged with violations of the criminal code for arraignment through bench or jury trials, including reviewing all affidavits, police incident reports and complaints filed in determining what legal advice and assistance is proper.
- B. Represent individuals in juvenile delinquency matters through adjudication, including reviewing all affidavits, police incident reports, and petitions filed in determining what legal advice and assistance is proper.
- C. Be prepared for trial or an adjudication hearing by interviewing all witnesses and making the determination of who shall testify in court and be responsible for doing legal research pertinent to each case.
- D. Must be familiar with and capable of creating own legal documents.
- E. File and argue any motions which are honestly defensible under the law, and which serve the interest of the client.
- F. Prepare jury instructions in all jury cases that will advise the jurors of the elements of each crime, the standards for conviction or acquittal and any legal circumstances which may affect guilt or innocence.
- G. Knowledge of federal law. A strong and abiding conviction in the right of Indian tribes to self-governance, their sovereignty, and a desire to defend that sovereignty by supporting the institutions of tribal government, especially the tribal court.
- H. Knowledge of the Constitutional Due Process Rights, the Indian Civil Rights Act and all its provisions and have full understanding of due process.
- I. Knowledge of the Chehalis Law and Order Code, rules of criminal procedure and rules of juvenile procedure. Knowledge of criminal law, juvenile law, the Chehalis Constitution, codes and ordinances, rules, precedents and relationships affecting jurisdiction on criminal court cases.
- J. Other related duties as assigned.
- K. May be assigned duties under the Chehalis Tribe Emergency Management Plan and Program.

Supervision:

- A. **Supervision Received:** General supervision. Performs work independently.
- B. **Supervisory Responsibilities:** None.

Minimum Qualifications:

- A. **Education and Experience:** A Juris Doctorate degree and license to practice law in the state of Washington and at least five (5) years' of experience in the legal field. Must possess ability to

demonstrate knowledge of Indian law, especially related to jurisdictional issues in Indian Country. Trial experience and skills necessary. Prefer experience with American Indian/Alaska Native communities.

B. Skills & Abilities:

1. **Language Skills:** Must have excellent written and verbal communication skills. Ability to establish and maintain effective working relationships with the public, related agency officials, community and civic leaders, city officials' and other employees. Ability to prepare clearly written reports and documents, and to make effective oral presentations of recommendations and reports. Be able to communicate effectively with a varied population, including individuals from diverse ethnic, racial, cultural and economic backgrounds.
2. **Mathematical Skills:** Ability to complete accurate mathematical calculations as may be required of the position.
3. **Reasoning Abilities:** The person in this position is expected to use a high degree of sound professional judgment in assuring acceptable standards of performance within the areas of his/her responsibilities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
4. **Office/Computer Skills:** Ability to function in PC environment using MS Office programs efficiently with minimal errors. Exhibit a willingness and ability to learn computer operations on a variety of different systems. Ability to use personal computer, printer, copy machine, and telephone. Must know how to utilize basic computer data-processing programs and procedures.
5. **Interpersonal Skills:** Ability to smoothly and rapidly shift between dissimilar tasks; react quickly and calmly to emergency situations; make effective decisions while in stressful situations and circumstances. Must have a proven history and be able to maintain confidentiality.
6. **Job Knowledge:** Must be well organized and have excellent telephone etiquette. Must possess ability to understand, learn about, and appreciate the significant cultural uniqueness of the Chehalis people and apply that knowledge to the representation of the clients and practice in tribal court.

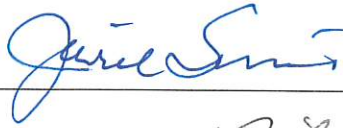
C. Additional Requirements:


1. Possess a valid Washington State Driver's License and proof of liability insurance.
2. Be able to safely operate a motor vehicle.
3. Successfully pass pre-employment Drug Screen.
4. Must successfully clear an employment check.
5. May be required to successfully pass a written and oral exam demonstrating knowledge of the Tribes laws and procedures.
6. Successfully pass criminal background check. The following may disqualify any applicant from consideration:
 - a. Any felony conviction
 - b. Any domestic violence violations, convictions, or restraints.
 - c. Any violations, convictions, or restraints for actions made against children or vulnerable adults.
 - d. Any false, untrue statements or material omissions in the application and related paperwork or during the selection process.
7. Maintain any training and credential requirements as per policy and procedure.


Tribal Employment Preference

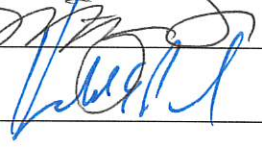
The Confederated Tribes of the Chehalis Reservation apply a Chehalis Tribal Member and Native American preference policy to all employment opportunities.

Approvals:

Department Director:  Date: 6-20-19

Human Resources:  Date: 6/20/19

General Manager:  Date: 6/20/19

Business Committee:  Date: 6.19.19