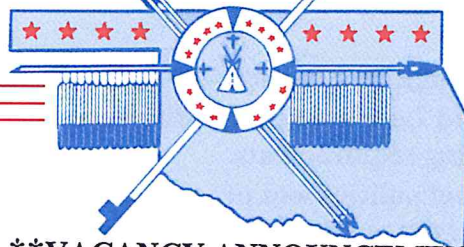


## PERSONNEL

# CHEYENNE & ARAPAHO TRIBES

P.O. Box 167  
Concho, OK 73022  
(405) 422-7498  
FAX (405) 422-8222



**\*\*VACANCY ANNOUNCEMENT\*\***

**POSITION:** Director, Legal Aid Department

**LOCATION:** Judicial Branch

**ISSUE DATE:** July 22, 2015

**CLOSING DATE:** Until Filled

### **GENERAL DESCRIPTION:**

The incumbent will be employed directly by the Judicial Branch and will work under minimal supervision. The director will have direct supervision of all aspects of the legal aid department including the the Legal Administrative Executive Assistant.

### **DESCRIPTION OF DUTIES:**

- The director will oversee the legal aid department where he/she will supervise all staff.
- Will provide legal counsel, advice, and representation to tribal members of the Cheyenne & Arapaho tribes, facing misdemeanor criminal charges, defense of criminal charges if the statutory range of punishment includes a term of imprisonment of 10 years or less, defending parents or children in deprived juvenile cases when appointed by court.
- The Director's responsibility will include also case management, litigation and advocacy on behalf of individual clients in the following counties: Canadian, Custer, Beckham, Roger Mills, Blaine, Ellis, Kingfisher, Washita, Dewey, Grady, and Oklahoma.
- Essential duties and responsibilities include, interviewing clients, negotiations with opposing counsel, discovery, motions, and possible appellate work.
- Will work with other volunteer attorneys to provide pro bono advocacy and legal services necessary. Attorneys may represent members in other legal actions with approval by tribal resolution.
- Must have excellent writing skills, advocacy, communication and organizational skills.
- Must have proven ability to think strategically and creatively about litigation and one that possesses a spirit of working for the Cheyenne & Arapaho people.
- Must have the ability to work initiatively and independently as is critical to this position.
- Must have demonstrated a commitment to the mission and values of the Cheyenne & Arapaho people.

## **Additional Supervisory Duties and Authority:**

- **Administer, supervise and direct the activities of the Department**
- **Advise the Governor and Legislature regarding case load, policies for acceptance and management, and staffing requirements.**
- **Assure that the personnel policies and procedures are accurately and fairly applied in all matters as it pertains to personnel management and administration.**
- **Delegate any functions, powers, or authorities to department employees;**
- **Develop and implement internal policies for the efficient and effective administration of the department.**
- **Formulate policies, plans and programs to efficient and effective administration of the department.**
- **Advise and make recommendations to the Governor, Legislature and Supreme Court on all matters concerning the Department's purposes, objectives and programs;**
- **Hiring, discipline and termination Authority, subject to the policies and procedures of the Tribal Handbook.**
- **Signature Authority for the Department, except as may be permissibly delegated.**

### **QUALIFICATIONS:**

- **Must be a member of the Oklahoma and Cheyenne & Arapaho Tribes bar and be in good standing.**
- **Minimum of 3 years of relevant experience practicing Civil and Criminal Law Particularly in the area of Tribal Law.**
- **Strong writing and Analytical skills**
- **Ability to plan and manage own work.**
- **Proven ability to solve problems independently and creatively**
- **Strong interpersonal skills**
- **Demonstrated ability to interact with Cheyenne & Arapaho people.**

### **SALARY:**

Negotiable, depending on qualifications and experience.

**Position:** FULL TIME PERMANENT

### **APPLICATION PROCEDURE:**

Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, Valid Drivers License and CDIB to:

**Personnel Department**

P.O. Box 167

Concho, OK 73022

tblurton@c-a-tribes.org

*Toll Free 1 (800) 247-4612 ext. 27498*



To view all our current vacancy announcements, please visit our website at: [www.c-a-tribes.org](http://www.c-a-tribes.org)