

**QUINAULT INDIAN NATION
POSITION DESCRIPTION**

**POSITION TITLE: SENIOR ASSISTANT ATTORNEY GENERAL -
CHILDREN & ELDERS SERVICES**
REPORTS TO: QUINAULT ATTORNEY GENERAL
**CLIENT: QUINAULT FAMILY SERVICES, QUINAULT CHILD
SUPPORT SERVICES PROGRAM**

JOB SUMMARY

This is an in-house counsel position responsible for providing the Quinault Nation's children's and elders' programs with an array of legal services. In addition, the incumbent, as a staff attorney, works closely with the Quinault Family Services Department (QFS), the Quinault Child Support Services Program (CSSP), the Quinault Tribal Police Department (QPD) and other tribal departments to protect and enhance the welfare and safety of the tribal community.

ESSENTIAL FUNCTIONS

The Attorney will be expected to perform the tasks and meet the standards listed below:

Provide legal advice and representation to QFS, CSSP, the Multi-Disciplinary Team and Program staff, including research and preparation of letters, memoranda and briefing.

Represent the Quinault Nation in child support, juvenile offense and juvenile dependency proceedings before the Tribal Court, including filing complaints, motions and petitions;

Represent the Quinault Nation in state dependency cases involving Quinault children and assert the Nation's interests under the Indian Child Welfare Act;

Conduct the necessary evaluation, research and preparation of cases;

Advise and train QFS staff, the Reservation Schools' truancy referrals, and other agencies in devising and obtaining treatment for defendants, victims and their families, where appropriate, especially in juvenile cases;

Collect and maintain statistical data concerning types and trends related to caseloads.

Bill indirect legal services to the appropriate program, and assist the Attorney General with the development and implementation of an annual operation plan, identifying accomplishments, unmet needs and priority recommendations related to children and elder services.

Research, develop and institute procedures, manuals, pleading forms, tribal-state protocols and other needed materials for the programs;

Research, develop and recommend to the Attorney General enhancement of relevant services for areas including, but not limited to cross-jurisdictional coordination, substance abuse, domestic violence, training, outreach, juvenile delinquency, dependency, deferral/diversion programs, data collection, and clinic/workshops.

Coordinate with staff of the Office of the Attorney General and be available for and attend upon request meetings of the Business Committee and other bona fide committees, councils, and projects of the Nation.

Attend staff meetings and trainings as directed and approved by the Attorney General.

Continue professional development, including continuing legal education and/or training in the areas of Indian law, child support, Indian child welfare and other issues relevant to job duties.

Maintain confidentiality of all records, materials and communications concerning the identity of clients.

Recommend to the Attorney General revisions and amendments the Nation's Codes as well as new codes that may be needed;

Assist the Office of the Attorney General with public relations and legislative efforts related to children's and elders' issues. Such duties include, but are not limited to committee/commission, staff, and client, public meetings to coordinate, educate or solicit information concerning such laws and programs.

Review pending federal, state, and local legislation affecting the Quinault Nation or other tribal governments and make recommendations on the Nation's position on the legislation.

Review the preparation and administration of grants.

Upon request of the Attorney General:

- a. Provide written opinions on legal matters affecting the Nation;
- b. Draft recommendations for procedures, statutory and legislative changes and other legal documents;
- c. Represent the Nation before any other courts, legislative and administrative agencies;

Abide by the disciplinary rules and other requirements of the bar associations of which the attorney is a member, as well as any disciplinary rules adopted by the Nation to govern attorney practice on the Reservation. Maintain a high level of professionalism and ethics at all times;

Comply with tribal laws and administrative policies;

Perform other duties as required or assigned and consistent with the Quinault Constitution.

OTHER JOB FUNCTIONS

Represent the Quinault Nation at national, state and local meetings/conferences to promote and explain Quinault objectives;

Act as advisor to staff on the development and implementation of Quinault codes related to children's and elder's services.

Establish and maintain an effective system of communication throughout the Nation, and establish and maintain effective working relationships with others.

As relevant for enumerated duties, consult with other government representatives and agencies, business community, and private and public organizations to explore new ideas and resolve problems.

Demonstrate tact, respect, and diplomacy in working relationships.

JOB DEMANDS

Work is primarily performed in an indoor office setting for eight hours per day. While performing the duties of this job, the incumbent must regularly talk, hear, and see when communicating with the public and employees; frequently sit, and occasionally stand and walk. Must have the ability to work in a fast paced environment and meet deadlines. Frequently necessary to work beyond normal office hours for evening and weekend meetings or projects. Business travel within the state and to other states may be required. Necessary aptitudes include understanding instructions, reason to make judgments; numeric aptitude; problem solving and analytic abilities; initiative, ingenuity, and imagination; and memory and concentration. Patience and persuasiveness are needed when interacting with other people. Requires strong verbal aptitude and public speaking ability.

MINIMUM QUALIFICATIONS

Knowledge of:

- Title IV-E and tribal child support programs, ICWA (both federal and Washington state), other child and elder welfare laws;
- Principles of civil, constitutional, and administrative laws;
- Judicial procedures and rules of evidence;
- Principles, methods, materials, and practices of legal research;
- Precedents and legal decisions impacting children's and elder issues confronting Indian Nations in general and the Quinault Nation in particular.
- Statutes and codes applicable to civil proceedings and claims.

- Policies, operations, procedures, and functions of the Quinault Nation.
- Computer operations and software programs typically used in a legal setting, including Microsoft Windows, Microsoft Word, Westlaw, Google and other software commonly used by the legal profession;

Ability to:

- Communicate the law and complex ideas in a manner understandable to laypersons;
- Demonstrate patience and persuasiveness in working effectively before courts, and communicate with a wide variety of non-legal staff and policy makers;
- Work with diverse communities within Indian Country;
- Work on multiple projects while remaining organized and meeting deadlines
- Navigate circumstance involving demanding, angry or upset people in dignified and professional manner;
- Work with minimal supervision, organize well, and handle multiple projects in a timely manner;
- Communicate effectively in legal pleadings and in court;
- Research, analyze, and apply legal principles, facts, and precedents to problems.
- Give legal advice and counsel to other staff.
- Draft legal documents such as ordinances, resolutions, statutes, and contracts.
- Prepare, present, and conduct effective legal arguments and appeals in trials and/or hearings.
- Present statements of fact, law, and argument clearly and logically in written and oral form.
- Effectively use and provide training in legal research methods.

Training and Experience:

J.D. Degree from an ABA accredited law school;

Active Member of the Washington State Bar Association and in good standing, or ability to attain membership within 6 months of employment;

Five years of experience practicing law with a minimum of three years in Indian Country.

Must have no misuse or abuse of alcohol or other mind-altering drugs within previous three years or while employed with the Nation.

Must pass a background check.