



JOB DESCRIPTION

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

Job Title	Reservation Attorney Child Welfare	Division	BOD
Department	Legal	BOD, CEO, COO, CAO	BOD
Location	6103 31 st Ave. NE, Ste. B Tulalip WA 98271	Travel Required:	No
Pay Grade/Rate	Attorney Salary Scale	Position Type	Full Time, Temporary (8 months with possibility to extend)
Background Tier	1-C	Classification	Exempt
Skills Testing Required	None	Safety Sensitive	No
Supervisor	ORA Managing Attorney	Subordinate(s)	No

JOB SUMMARY

The Tulalip Tribes is hiring an in-house Reservation Attorney to represent the Tulalip Tribes with their main assignment focusing on legal representation for the Tulalip Child Welfare Program. This position is a temporary, 8 month contract position with the possibility to extend to a permanent position. This position's responsibilities include representing the Tulalip Tribes child welfare department (beda?chelh) in Tulalip Tribal Court and advising staff regarding the application of the Juvenile and Family Code, Title 4.05. (available online). This position will also involve providing general legal advice to other Tribal departments as needed. **Native preference applies.**

ESSENTIAL JOB DUTIES

1. Provides effective consultation and legal advice to Tribal government, including its governing body the Tulalip Tribal Board of Directors, departments, programs, and committees of Tribal governments.
2. Appears in tribal court and state court on behalf of Tulalip Tribes.
3. Provides orientation and training to beda?chelh, who is Tulalip's child welfare team and the tribal council on the application of Title 4.05 Juvenile and Family Code.
4. Represents the Tribe in civil and administrative proceedings.
5. Provides legal representation to the Tribe in intergovernmental relations with federal and state agencies on child welfare issues and related matters.
6. Drafts and revises Tribal Codes.
7. Reviews policies and agreements.
8. Conducts legal research concerning Tribal, Federal, and State Law.
9. Participates in planning and strategy sessions with the Board of Directors and government departments.
10. Represents the Tulalip Tribes child welfare department (beda?chelh) in Court.
11. Performs other duties as assigned.

All employees:

1. Regular and satisfactory attendance and punctuality
2. Other related job duties as assigned.

**MINIMUM REQUIRED EDUCATION**

- Juris Doctor Degree from an accredited law school.
- Member of the Tulalip Tribes Bar (or have the ability to obtain membership within six months of hire).
- Must pass background check.

REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- Member of the Tulalip Tribes Bar (ability to obtain membership within six months of hire).
- Must be a member of the Washington State Bar association or be eligible for reciprocity.
- Must be 25 years of age or older.
- Employment is contingent upon successful completion of a pre-employment background check
- Must maintain all office records and adhere to the strictest confidentiality in accordance to the Washington State Bar standards
- Must pass a background check at the Tier 1-C level.

THE IDEAL CANDIDATE WILL HAVE KNOWLEDGE OF

- Applicable Tribal, Federal, State and local laws, regulations, codes and/or statutes.
- Excellent communication skills both verbal and written.

ABLE TO

- Work effectively in a culturally diverse environment.
- Demonstrate ability to independently handle caseloads.
- Adhere to strict confidentiality of all departmental information seen and heard at all times.
- Maintain confidentiality and communicate with tact and discretion.
- Attend mandatory State/Tribal training and other departmental training as required.
- Communicate well to deal with upset, angry, frustrated, and sometimes emotional families.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Continually learn and utilize a variety of information systems and software.
- Work flexible hours including nights, weekends and holidays.
- Work independently with minimal supervision.
- Exhibit professional and ethical behavior at all times.
- Handle stressful and fast paced working environment.
- Must be able to interact professionally with members of the public, court staff, and attorneys.

PHYSICAL REQUIREMENTS

- Ability to sit, stand, and/or walk for extended periods.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Strength to lift objects weighing up to 25 – 50 lbs. occasionally.

HOW TO APPLY:

Submit cover letter, law school transcript, writing sample and resume to:

Attn: Michelle Lechich, Office of Reservation Attorney Legal Manager/Attorney
Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271



Phone: (360) 716-4530

Email: michellesheldon@tulaliptribes-nsn.gov

Reviewed By:		Date:	
Approved By:		Date:	