



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPENS:	MAY 13, 2016	CLOSES:	WHEN FILLED
JOB TITLE:	PER CAPITA ATTORNEY		
DEPARTMENT:	PER CAPITA & REPRESENTATIVE PAYEE PROGRAM		
REPORTS TO:	PER CAPITA DIRECTOR	HOURS:	PART TIME – 30 HRS/WK
SALARY:	ATTORNEY SALARY SCALE + BENEFITS		

POSITION SUMMARY:

Provide Legal advice and representation to the Per Capita and Representative Payment Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides legal advice to Director of the Programs, with regard to issues arising under applicable Per Capita and Representative Payment Program Codes/Ordinances.
2. Represents the program(s) in matters pertaining to per capita and the representative payment program in the Puyallup Tribal Court and other courts as needed.
3. Prepares legal documents and filings on behalf of the program.
4. Provide accurate and timely legal research in all relevant matters pertaining to Per Capita and the Representative Payment Program.
5. Work in collaboration with other tribal programs that provide services to the beneficiaries of the Representative Payment Program.
6. Assist departmental staff with legal advice pertaining to Per Capita and Representative Payee Program matters as needed.
7. Prepares and maintains legal and administrative records and reports.
8. Assist the Director of the Per Capita and Representative Payment Program with all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Law degree (Juris Doctorate) from an accredited Law School and five years practicing law in a Tribal government or Tribal program environment. Must have experience representing clients in Tribal Court. Experience and knowledge using word processing and Westlaw.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, and legal documents. Ability to respond to common inquiries or complaints from staff and regulatory agencies. Ability to write effective reports and legal correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees, Tribal Court and groups of people. Ability to advocate on behalf of the Tribe in a variety of settings.

Reasoning Ability

Ability to solve practical problems and deal with a variety of variables in situations where limited standardization exists.

Licenses or Certificates

Must be a Washington State Bar Association Member or pass the Washington State Bar exam at next opportunity after hire.

Must have and maintain a valid Washington State driver's license and proof of automobile insurance. Driver' Must pass background check.

PHYSICAL DEMANDS

The physical demands 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.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; reach with hands and arms; talk and hear.

- The employee occasionally is required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- Position may be stressful at times due to the sensitive or confidential issues being addressed and the number of assignments and deadlines that are often required.
- Must have own transportation for travel to meetings and hearings.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
 Puyallup Tribe of Indians
 3009 East Portland Avenue
 Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Job Line#: (253)573-7943

*Note: Applications & copies of job announcements available at Rm. # 157
 or online at www.puyallup-tribe.com*

Email: jobs@puyalluptribe.com