HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE: **Defense Advocate/Public Defender**
DEPARTMENT: **Public Defender's Office**
CLASS: **Full time/Exempt**
SALARY: **D.O.Q**
OPENING DATE: **July 13, 2017**
CLOSING DATE: **August 14, 2017**

POSITION SUMMARY:

Under the general supervision of the Tribal Council, the Defense Advocate/Public Defender represents community members facing a variety of criminal, juvenile and traffic charges before the Hualapai Nation Tribal Courts.

ESSENTIAL FUNCTIONS:

1. Interviews clients and witnesses and performs legal research work to obtain information necessary to prepare an appropriate defense for assigned clients before the Tribal Courts.
2. Participates in plea negotiations and pre-trial discovery with prosecutors.
3. Perform job related legal research in areas of criminal law, including pre-trial through appellate argument.
4. Files motions, meets with Prosecutor and appear in Court to defend clients charged with various criminal, juvenile, and traffic violations.
5. Prepares briefs, case files and various records to support the defense of the client and document case status progress.
6. Able to establish and maintain an effective working relationship with a variety of clients, the community, the staff at the Prosecutor's Office, Tribal Law Enforcement personnel, Tribal Council members, and the Tribal Court staff.
7. Must not have been convicted of a felony or misdemeanor within one (1) year.
8. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must have a High School diploma or GED equivalent, supplemented by courses from the National Indian Justice Center, and experience equal to four (4) years of full time paralegal or advocacy work;

OR

A Bachelor's Degree in Criminal Justice or closely related field may substitute for two years of the required experience;

OR

Graduation from an accredited College of Law

2. Must pass a pre-employment drug/alcohol test.

3. Must have a current driver's license be eligible for the tribe's insurance.
4. Knowledge of Tribal, State, and Federal laws.
5. Knowledge of Judicial policies, procedures, and rules of evidence.
6. Knowledge of Tribal Court appellate procedures.
7. Knowledge of case law appropriate to defense preparation, legal research techniques and practices.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Indian descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities