

PYRAMID LAKE PAIUTE TRIBE

www.plpthumanresources.org

JOB ANNOUNCEMENT

VICTIM SERVICES LEGAL ADVOCATE

Wadsworth, NV

\$39,998.40 - \$42,016.00 Per Annum; Full-Time/Exempt

Class Code 447, Grade 21 / Step 1-3 Depending on Experience

Date Posted: 01/02/2019

Date Closes: 02/02/2019

DEFINITION: Provide legal advocacy, assistance, and representation to victims of domestic violence, sexual assault, and stalking on the Pyramid Lake Indian Reservation who are financially unable to afford such services. Assist in the development of the Tribe's capacity to provide assistance, resources, and training to victims, tribal programs, police, prosecutors, community-based attorneys, and tribal advocates.

DUTIES & RESPONSIBILITIES:

Provide legal representation and assistance with Ex Parte/Protective Order/Peace Order process. Accompany clients to criminal proceedings.

Provide legal representation and assistance to victims in all aspects of judicial proceedings in tribal, state, and federal courts and provide legal representation and assistance in administrative proceedings and hearings.

Conduct community outreach and education; develop resources and referral. Assist in filing for crime victim compensation benefits and in other assistance programs available to victims on the Tribe's Reservation.

Provide information to the Victim Services Coordinator for grant evaluations, management and reporting.

Assist with the planning and implementation of program activities, including documenting and maintaining client records and managing correspondence.

Assist with the development, planning and coordination of multidisciplinary training events and meetings geared towards prosecutors, community-based attorneys, and tribal advocates. Assist with the development of legal resources and training materials.

Provide legal research and analysis and assist with the production of legal materials for victims of domestic violence, sexual assault, and stalking.

Provide technical legal assistance on victim-related issues and respond to requests from the Victim Services Program and Tribal departments.

DUTIES & RESPONSIBILITIES (CONT.):

Adhere to the most rigid and strict rules of confidentiality of all records, materials and communication in compliance with the Federal Privacy Act.

Participate in meetings/workgroups as needed, as well as regular staff meetings. Coordinate with program/tribal staff and law enforcement and judicial officials to ensure timely sharing of information.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Must have knowledge of Basic Indian Law and in Federal Laws relating to Native Americans, Tribes, and the Violence against Women Act. Must understand the legal and social issues facing victims of domestic violence, sexual assault, and stalking. Must have sensitivity and respect for a victim's culture and heritage.

Knowledge of legal terminology, forms and documents used in legal support work, legal procedures and practices involved in drafting, processing and filing a variety of legal documents; standard legal reference materials and legal research techniques; business English, spelling and grammar and modern office methods, equipment and supplies; interviewing techniques.

Must have excellent judgment and strong interpersonal skills; creative, empathetic, and very people oriented; strong public service commitment and enjoy providing services to clients who have a great need for basic instruction in matters associated with relatively simple legal matters; computer skills, including but not limited to word processing, spreadsheet and data base applications.

Ability to perform specialized legal work involving the use of independent judgment and initiative; perform legal research assignments; draft legal documents and related correspondence; communicate in a clear, concise manner, both orally and in writing, tailoring the message to the intended audience; read and comprehend a variety of legal documents, files and records; read, interpret and apply pertinent laws, regulation standards, policies and procedures including eligibility criteria; handle multiple professional projects simultaneously; flexible and a team player; prompt and complete tasks efficiently and thoroughly with minimal supervision; interact effectively with, interview and counsel people from diverse socioeconomic and cultural backgrounds regarding sensitive social and legal issues.

Must possess valid driver's license and be insurable under the Tribe's vehicle insurance policy.

Must favorably pass a character background investigation.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's Degree in Criminal Justice, Law and four (4) years previous legal advocacy work OR, Juris Doctorate from an accredited law school or admission to a licensed attorney in any state. Experience working as an attorney and/or legal advocate with a domestic violence or similar program. Experience working within the civil and criminal legal systems and knowledge of issues relating to domestic violence, sexual assault, and stalking.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, extension #224/225.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.