



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Civil Legal Attorney
Lummi Victims of Crime (LVOC)

OPEN: October 8, 2018

EXEMPT: Yes

SALARY: \$30 per hour Set Grant Funding

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Special Project, Grant ends 6/30/2019

CLOSES: October 19, 2018

JOB CODE:

DIVISION: Family Services

DEPARTMENT: LVOC

SUPERVISOR: LVOC Coordinator

VACANCIES: 1

JOB SUMMARY: The Lummi Victims of Crime Civil Legal Attorney will provide civil legal assistance to Elder /Vulnerable adults and domestic violence, sexual assault, stalking and dating violence victims in cases relating to their victimization.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Represent victims in civil legal proceedings from beginning to trial, including but not limited to divorce or legal separation, spousal and child support, child custody and/or visitation in state and tribal court. Must be comfortable with an intensive motions and trial practice and be comfortable with court proceedings and opposing parties and attorneys.
2. Meet regularly with the clients to establish trust between the attorney and client.
3. Draft and file petitions for Orders of Protection in State and Tribal Court.
4. Prepare and review discovery including subpoenas, interrogatories and depositions.
5. Prepare and strategize for trial, including making important strategy and evidence decisions to benefit the client and/or his or her children.
6. Represent victims in appeals of decisions of the trial court, both Tribal and State including drafting appellate briefs, response briefs and in oral arguments for both the State and Tribal systems. Understand complex legal issues and when an appeal is warranted, be able to communicate the legal issues concisely.
7. Give clients advice on employment and landlord tenant issues. Draft letters to employers and landlords with regards to domestic violence policies required by the RCW and other issues
8. Legal research and writing including, but not limited to bench briefs, trial briefs, motions and orders in both tribal and state courts.
9. Intensive motions practice, including drafting, responding and arguing motions for summary judgment, motion for temporary orders, and motions for modification of orders.
10. Create and maintain case files according to office systems and follow general office procedures including data entry and progress reports for grant funding.
11. Understand complex inter-jurisdictional child custody, dissolution and child support issues and be able to make decisions about these matters quickly and concisely.
12. Work with tribal agencies/programs to strengthen client cases.
13. Participate in as needed case consultation with the Office of the Reservation Attorney.
14. Assist in community awareness about Domestic Violence legal issues.
15. Prepare written reports regarding cases and case results.

16. Continue professional development, including continuing legal education and/or training in the areas of Indian law and Domestic Violence issues.
17. Supervise the Domestic Violence Legal Assistant and half time attorney.
18. Travel to where clients may be in Whatcom County to assist in filing documents.
19. Perform other assignments as directed by administrative supervisor.
20. Participate in bi-annual conferences offered by LVOC, including research into developing issues in the area of domestic violence, sexual assault and other issues facing native families.

MINIMUM QUALIFICATIONS:

- Graduate of accredited law school and member in good standing of the Washington State Bar Association. Applicant must provide proof.
- 2 years practicing civil, family law, and/or criminal law in State, Federal or Tribal Courts.
- 1 year of work experience in Family Law and understanding of domestic violence dynamics and issues required.
- 1 year of working with Federal, State and Tribal laws pertaining to Indians required.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Possess excellent legal research, writing, and oral communication skills
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures
- Knowledge and understanding of the Indian Community and its people, including traditions and customs, preferred
- Ability to be dependable, trustworthy, maintain confidentiality and be able to work flexible hours
- Ability to work with a heavy caseload that is document intensive and client centered
- Demonstrate an understanding of complex custody and visitation issues
- Understanding of jurisdiction in Indian Country, including tribal and/or federal law
- Ability to be prepared to represent clients in at least 2-4, 1-3 day trials per year
- Possess First or second chair experience during civil trials would be beneficial

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Proof of citizenship or legal residency for employment eligibility requirements
- Must have read and reviewed the Lummi Tribal Code and be familiar with the laws affecting tribal people and the protection of tribal families
- Must maintain strict confidentiality at all times

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.