
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Legal Self-Help Attorney

Reports to: Judicial Administrator or Designee

Supervises: Assigned Self-Help Technicians/Interns

Location: Yreka, CA

Salary: \$46.00 - \$56.00 per hour (DOE)

Classification: **Part-Time** Regular, Non-Exempt, Hybrid Remote/In-Person

Summary: The Karuk Tribe is offering a stimulating, challenging and satisfying employment opportunity for an attorney with an interest in Indian law and related subjects. The Tribe is an active participant in a wide range of issues on the federal, state and local levels. The Tribe has approximately 4,000 enrolled tribal members and the Tribe offers a full range of tribal government services to the membership. The Attorney will be involved in the entire spectrum of Tribal Judicial and Division of Victim Assistance

This position will primarily manage the day-to-day operations of the Tribal Court's Civil Self-Help Program and maintain the Court's informational website ensuring easy access to court services and forms for court customers.

Application Deadline: November 3, 2023 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

JOB DESCRIPTION

Title:	Legal Self-Help Attorney
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This position will primarily manage the day-to-day operations of the Tribal Court's Civil Self-Help Program and maintain the Court's informational website ensuring easy access to court services and forms for court customers.

Responsibilities:

1. Assists Administrator or Designee in the overall management of the delivery of Civil Self-Help and assigned court services and programs, including drafting and revising policies and procedures.
2. Maintains the Court's informational website ensuring easy access to court services and forms for court customers.
3. Provides guidance and support to the staff on questions of law or policy involving the delivery of victims' assistance services and prepares legal memoranda outlining facts, applicable law, and recommendations as needed.
4. Remains abreast of any changes in the state-of-the-art best practices as it relates to service delivery and access to resources for Victims of Crime including enhancement of the use of technology safely.
5. Provides day-to-day supervision of Self-Help Services employees/interns and other assigned staff. Performs overall work planning, establishes work schedules and priorities, and assigns & reviews work.

6. Assists the Administrator or Designee in drafting and/or reviewing relevant documents such as but not limited to correspondence, communications, etc., -
7. Establishes and maintains effective working relationships with judicial officers, court and county employees, supervisors, staff, representatives of other governmental and non-profit agencies, members of the public, & others encountered in the course of work.
8. Provides written and verbal reports as directed by the Administrator or Designee. This includes a report of services rendered no less frequently than monthly and at such other times as may be requested.
9. Is crossed trained in other judicial administrative duties including but not limited to relevant grant compliance and management, operating and maintaining data entry and reporting in the Division of Victim Assistance case management system.
10. Shall be available for local and out of the area travel as required for job related training or duties. Shall attend all required meetings and functions.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Thorough knowledge of Federal Indian Law.
2. Working knowledge of P.L. 638 Programs and California State Law affecting Indians.
3. Working knowledge of legal research methods and methods for preparing various legal documents associated with administrative, governmental and judicial matters.
4. Highly skilled in conducting legal research and interpreting various laws affecting the Tribe and its internal and external relationships.
5. Skill and ability to successfully present cases before various courts.
6. Ability to organize, interpret and apply legal principles and possess transactional experience i.e., drafting of legal opinions and legislative drafting.
7. Ability to communicate effectively both verbally and in writing. This includes knowledge and abilities in computer operation and applications, specifically Microsoft Office Suite.
8. A demonstrated ability in interpreting and explaining the law and legal concepts to non-lawyers.
9. Excellent writing, legal research and organizational skills.

10. Ability to multitask and handle multiple projects and responsibilities with defined time limits.
11. Ability to establish and maintain effective working relationships with a diverse group of people that includes, but is not limited to: Tribal Council, Tribal Staff, court officials, other attorneys, federal and local agency officials, tribal members, community members, and the general public.

Requirements:

1. Active member in good standing of the California State Bar; or Active member in good standing of any State Bar, with licensed attorney experience working for an Indian tribe or in the field of Federal Indian Law equal to three (3) years may be considered if the applicant is not a current member of the California State Bar. If this qualification is considered, the candidate selected must be admitted to the California State Bar at the earliest opportunity and will be required to pass the California State Bar Examination within 18 months of hire date, at own expense.
2. Must be admitted to the Karuk Tribal Bar within the 90 days of hire.
3. Minimum three (3) years of professional legal work experience. Previous Indian Law experience and tribal in-house experience preferred.
4. Minimum one (1) year experience in Indian Law. Experience with victims' rights protection, Federal Indian Law, Indian Child Welfare, Family Law and Criminal Law, preferred.
5. Experience successfully interpreting and explaining legal concepts to non-lawyers.
6. Demonstrated computer experience. Emphasis will be in the use of email and word- processing, Microsoft Word, Excel and work in a networked environment.
7. Minimum of one (1) year experience supervising staff.
8. Demonstrated experience to effectively work with a diverse group of people, to communicate effectively and relate to tribal members, community members, staff, state, federal and local agencies.
9. Ability to make oral presentations to diverse audiences, including youth, elders, service providers, and policy makers.
10. Ability to build partnerships with stakeholders across multiple organizations and systems locally and nationally.
11. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
12. Must adhere to the Tribes and Programs confidentiality policy.
13. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Review Committee Approved: October 10, 2023

Employee's Signature: _____