

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Deputy Public Defender

EXEMPT: Yes	Job Code: 3-SS T3
TARGET SALARY: \$18.81 to \$20.90/DOQ	SHIFT: 8:00 to 5:00
PROGRAM: Judicial Services	LOCATION: Bldg 12
REPORTS TO: Public Defender	

SUMMARY: The primary purpose of this position is to provide assistance to the Public Defender in all aspects of the criminal justice system from the initial charge through appeal.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Under the supervision of the Public Defender, review police incident reports, statements, and criminal complaints; analyze the possible defense(s) against the charge(s); write defense motions after witness interviews; and assist the Public Defender in building a case strategy by assessing evidentiary material. Additionally, assist in defense at hearings and trials and fill-in for public defender at hearings and trials.

Represent defendants in adult criminal cases.

Represent youth in juvenile offender/delinquency cases.

Represent parents or other legal custodians in child dependency cases.

Assist Public Defender in active communication with clients: inform clients of supplemental discovery needs; provide updates to clients of current case status and inform clients of trial and hearing dates.

Conduct online and manual legal research relevant to each case and report the results to the Public Defender. Legal research includes careful examination and written summation of applicable laws, relevant Court opinions, law books, manuals and digests.

QUALIFICATION REQUIREMENTS: To perform this job successfully, the individual must be willing to obligate themselves to extensive training, high standards of ethics, a strong commitment to tribal and community service, a team-oriented approach to problem solving, and a demonstrated appreciation of

the Tribe's norms and cultural traditions. The individual must also learn how to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED) required. Spokesperson or tribal court experience or paralegal training preferred, but not essential. Bachelor's Degree preferred, but not required. Typing and filing experience preferred.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business and complex legal materials, periodicals, professional journals, technical manuals or governmental regulations.

Ability to write reports, learn how to draft legal documents and business correspondence.

Ability to effectively communicate with individuals and the general public.

COMPUTER SKILLS: Ability to use a word processor, either Word Perfect or Word. Ability to access data on the internet.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of abstract and concrete variables.

CERTIFICATES, REGISTRATIONS or LICENSES:

Must have a valid Washington State Driver's license and be insured.

Must swear and subscribe to the Makah Tribal Court Bar and maintain active membership in good standing.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Willingness to become familiar with Tribal, State and Federal regulations.

Willingness to attend and participate in extensive training venues, which will require out of town travel.

Knowledge of or willingness to learn legal research methods and the ability to analyze facts and arrive at logical conclusions.

Ability or willingness to learn how to draft and prepare legal documents and records for filing in Makah Tribal Court.

Knowledge of community social norms and cultural values. Indian and tribal preference applies.

Ability to perform under stress when confronted with unusual situations.

Ability to maintain strict confidentiality and adhere to all professional and ethical standards required by the Makah Tribal Court Bar.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee may occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT:

Due to variations between long periods of physical inactivity and sudden demands for quick action, the sensitivity of the information worked with, the necessity of maintaining cordiality in sometimes hostile situations and the necessities of strict confidentiality and accuracy this position can be extremely stressful.

The noise level in the work environment is usually low to moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: March 10, 2023
CLOSE: March 23, 2023

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.