



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Deputy Public Defender
Dept./Division: Public Defenders
Unit: Public Defenders
Job Family/Class: Legal Series
Supervised By: Senior Staff Attorney
Employee Type: Salary
Pay Grade: J

NATURE OF WORK:

Under general direction, provides professional legal services of criminal and juvenile defense in court appointed cases in the Pascua Yaqui Courts.

ESSENTIAL FUNCTIONS:

- Prepare and present motions in defense of clients accused of various crimes and status offenses.
- Perform legal research and trial preparation.
- Defend clients in Tribal Court.
- Conducts pre-trial investigations including interviews of witnesses, victims and clients, and reviewing police reports.
- Cooperate and coordinate with Tribal and external agencies, including Social Service, Alcohol Substance Abuse (ASA) Program and Mental Health.
- Aids in the training of Lay Advocate.
- Assists with review and modification of relevant PYT code provisions.
- Provides on-call, after-hours services as needed.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of criminal and juvenile laws;
- Legal procedures and administrative proceedings;
- Methods and practices of pleadings;
- Judicial procedures and the rules of evidence;
- Principles, methods, materials, practice and references utilized in legal research;
- Indian Regulatory Jurisdiction in both civil and criminal context, including the implications of the Indian Civil Rights Act and the Tribal Law and Order Act;
- Indian Law, including the legal relationships between Indian Nations and Federal or other governments;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Litigation in tribal, state and federal courts;
- Applying legal knowledge and training;

- Preparing opinions and drafting legal documents;
- Analyze, appraise and organize facts, evidence and precedents;
- Render logical, clear, and effective written and oral arguments;
- Determine alternative courses of action;
- Present and argue cases in court and handle unanticipated problems smoothly;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Graduation from an accredited law school, an admission to a state bar, working knowledge of or experience in Indian Law or Criminal Law.

LICENSING REQUIREMENTS:

- Admission to a State Bar.
- Pascua Yaqui Tribal Court Certification within 90 days of hiring.
- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing,

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date