

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION**  
**46411 TIMÍNE WAY, PENDLETON, OR 97801**  
**(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Tribal Legal Aid Attorney, Intimate Partner Violence Survivors (IPVS)

**SALARY:** \$71,222.88 – \$75,000 Annual DOE/DOQ  
Range 14

**DEPARTMENT:** Administration, Office of Legal Counsel (OLC)

**LOCATION:** Position located at Nixyáawii Governance Center, Mission, Oregon  
Umatilla Indian Reservation.

**EMPLOYMENT STATUS:** Full Time with Benefits, dependent on 3<sup>rd</sup> party funding  
EXEMPT  
Background check required

**SUPERVISED BY:** Lead Attorney

**OPENING DATE:** September 18, 2019

**CLOSING DATE:** October 30, 2019 with **first review of complete application packets on September 30, 2019**

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

**GENERAL STATEMENT OF DUTIES**

The Intimate Partner Violence Survivors (IPVS) Attorney will serve women suffering from or at risk for any of the following: domestic violence, dating violence, sexual assault, stalking or trafficking. The IPVS Attorney will advise and if necessary represent eligible clients as they exercise their legal rights to be free from and protected against perpetrators of Domestic Violence (DV). The IPVS Attorney will also develop programmatic materials as needed prioritizing legal materials and resources, and enhance existing legal services to eligible clients.

The Attorney will remain independent in serving the best interests of his/her clients. This Attorney is supervised by the Office of Legal Counsel, and this supervision is limited to administrative purposes (for example: to assist in budgets, grant and alternative funding, signing leave slips, annual evaluations, routine reporting, procurement, and evaluating recommendations to improve services).

The CTUIR is a federally recognized tribe with reserved treaty rights, self-governance duties for its members and the residents of the 172,000 acre allotted Umatilla Indian Reservation boundaries located within the exterior boundaries of Northeastern Oregon.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. **Advising & Research.** Research and advising client of her individual rights of tribal people as provided for in current tribal, state and federal law; Review practicable risks associated with a chosen course of action so that client is making well informed decisions. A portion of the cases will involve multijurisdictional elements applicable to the client. Attorney may also refer clients interested in other known services that can support the client's legal needs.
2. **Representation.** Court represent clients before trial, appellate and administrative forums in matters related to protecting the clients legal rights. IPVS Attorney representation includes all relevant research, drafting and all motion practice.
3. **General Enhancement and Accountability for Services.** The Attorney will be responsible for routine reporting on caseload statistics, recommending key service enhancement to benefit clients and significant legal barriers. The Attorney will also conduct outreach on the Umatilla Indian Reservation.
4. **Programmatic and Systems Development.** The Attorney will also develop or refine processes necessary for the administration of services, improving consistency and efficiency. Examples include create or update general outreach materials, intake criteria, contact information, client check lists, release of information often for related organizations, forms and workflow tracking; The Attorney should routinely collaboration with the Public Safety Family Domestic Violence Prevention Program. The IPVS Attorney should identify how referrals can be made for IPVS legal services. The IPVS Attorney may access the administrative resources of the Office of Legal Counsel for administrative support matters, provided no client specific information is included.
5. **Law and Policy.** As time and resources allow, the Attorney will be responsible for review and advising concerning developing legislation, regulations and agency activities that implicate the rights of eligible clients.

#### SIGNATORY AUTHORITY:

None.

#### ACCESS TO SENSITIVE AREAS:

To the Office of Legal Counsel offices, files and records - both physical and electronic. View files containing sensitive and attorney client protected work products and communications. This extends to sensitive meetings and briefings.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Admission to practice before the Oregon State Bar, in good standing, or ability to attain reciprocal admission within 6 months of hire; This includes protection of client communications and confidences in compliance with the Oregon Rules of Professional Conduct;
2. Experience related to the protection of the individual rights of tribal people as provided for in tribal, state and federal law; Serve in an independent attorney role and advise clients of their legal rights and practicable risks associated with a chosen course of action;
3. Experience in representing clients before courts or government agencies and multijurisdictional cases;
4. Demonstrated competency with family laws applicable child support, dissolution and community property under state, federal and the CTUIR Family Law Code (found at <http://ctuir.org/family-law-code>);
5. Demonstrated competency in protection orders and domestic violence crime statutes under state, federal and the CTUIR Criminal Code (found at [http://ctuir.org/system/files/Criminal%20Code 0.pdf](http://ctuir.org/system/files/Criminal%20Code%200.pdf)).
6. Demonstrated competency in the practice of federal Indian law, related knowledge including tribal civil and criminal jurisdiction, immunity, and statutes and rules applicable to the Umatilla Tribal Court (found at <http://ctuir.org/about-us/ctuir-codesstatuteslaws>).
7. Accomplishments which demonstrate efficient and timely services, requiring minimal supervision, extensive coordination and collaboration, and ability to diligently advance multiple projects.
8. Must demonstrate strong interpersonal, communication and writing skills. Communication skills must include the ability to educate commissions, agencies, staff, and laypersons issues of complex law. sufficient for informed decision making.
9. Must be willing to become proficient in Microsoft Office software and Adobe, and in navigating legal research software such as Westlaw and agency internet and intranet resources.

**PHYSICAL DEMANDS:**

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 25 pounds, move files, boxes, push carts and organize files.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

**SELECTION PROCESS:**

Tribal Personnel Policy and Procedures Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized

tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

2. **Veteran's Preference.** It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.

3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.

4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. **Application** - Completed Tribal Employment application.
2. **Supplemental Application** - Completed CTUIR's Supplemental Application Form (both sections).
3. **Cover Letter** - Brief, one page cover letter explaining your qualifications and experience relevant to the functions of this position.
4. **Resume** - Personal resume targeting your education and accomplishments relevant to the functions of this position. Please limit to two pages or under.
5. **Writing Sample** - Please redact to less than 10 pages.
6. **Tribal and Indian preference:** Must provide proof of enrollment with a Federally Recognized Tribe Tribal Enrollment Card or Certificate of Indian Blood.
7. **Veteran's preference:** Must provide proof of honorable service and discharge or completed Form DD214.

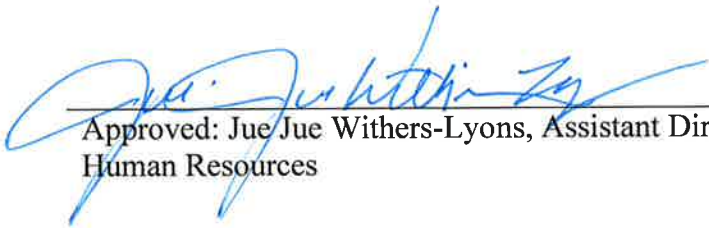
## APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

## OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**



Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

9.18.19

Date

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## Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date