

---

**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 Tribal Attorney

**Supervises:** Karuk Legal Services Staff/Interns

**Location:** Yreka, CA

**Salary:** \$39.50 - \$50.00 per hour (DOE)

**Classification:** Part-Time, Regular, Non-Exempt, Non-Entry Level

**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, Division of Victim Assistance and assisting court customers with education and Self-Help Services.

### **Application Deadline: April 19, 2021 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **JOB DESCRIPTION**

<b>Title:</b>	Legal Self-Help Attorney
<b>Reports to:</b>	Judicial Tribal Attorney
<b>Supervises:</b>	Karuk Legal Services Staff/Interns
<b>Location:</b>	Yreka, CA
<b>Salary:</b>	\$39.50 - \$50.00 per hour (DOE)
<b>Classification:</b>	Part-Time, Regular, Non-Exempt, Non-Entry Level

**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, Division of Victim Assistance and assisting court customers with education and Self-Help Services.

The primary purpose of the position is to provide legal assistance, information and referrals via a Self-Help Program. This includes, but is not limited to, day to day operations, Victims of Crime Rights, Child Welfare, Family Law, and Protection Order matters. The Attorney may also serve as a liaison between the Tribal Judicial Division of Victim Assistance and other legal service providers/outside counsel retained by the Tribe for particular purposes.

### **Responsibilities:**

1. Provide guidance and legal support to the staff on questions of law or policy involving the delivery of victims' assistance services. Answer legal questions affecting the Division of Victim Assistance; prepare legal memoranda outlining facts, applicable law, and recommendations.
2. Perform a variety of legal assistance to victims of crime accessing services at the Karuk Victim Assistance Center, including but not limited to appearing in Tribal Court with victims of crime.
3. Assist Judicial Tribal Attorney in the overall management of the delivery of Self-Help legal services including program development including but not limited to drafting and revising policies and procedures.
4. Provide day to day supervision of Self-Help Services staff/interns. Perform overall work planning, establish work schedules and priorities, and assign and review work. Personally, discuss the progress of

the work and problem areas with the Judicial Tribal Attorney or Administrator, as they arise. Recommend employee/intern status and other personnel changes. Evaluate employee/intern performance, identify training needed and ensure that training opportunities are provided. Resolve complaints or minor grievances and advise employees/interns on matters related to less than adequate performance. Keep employees/interns informed of management policies, goals, and expectations.

5. Assist Judicial Tribal Attorney in conduct legal research; draft and review correspondence, resolutions, formal orders, contracts and other legal documents; and recommend modifications and/or acceptance to Judicial Administrator.
6. Under the direction of the Judicial Tribal Attorney, draft, review, and revise relevant Tribal Codes and Ordinances for Administrative and Tribal Council approval.
7. Represent the Division of Victim Assistance in legal matters before Tribal Court. May also appear in federal, state, administrative or other courts with approval. Prepare legal briefs, develop strategy, arguments and testimony in preparation for presentation of a case.
8. Serve as liaison between the Tribal Judicial Division of Victim Assistance and other legal service providers/outside counsel retained by the Tribe for particular purposes and may serve as co-counsel with such providers.
9. Provide written and verbal reports as directed by the Judicial Tribal Attorney or Administrator. This includes a report of services rendered no less frequently than monthly and at such other times as may be requested.
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 as requested.
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. Knowledge of P.L. 638 Programs and California State Law affecting Indians.
3. 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 present cases before various courts.
6. Ability to organize, interpret and apply legal principles and must have 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 ability in computer operation and applications, specifically word processing software programs such as Microsoft Word.
8. A demonstrated skill 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.
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 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.

**Council Approved:** March 25, 2021

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_