



Colorado River Indian Tribes

Legal Aide Director

Job description:

NOTICE

All CRIT job vacancies have a TWO-PART application process. Submission of your resume on Indeed is STEP ONE. You will receive a confirmation email in the following days after submission to your INDEED EMAIL ADDRESS. That email attachment contains the application of the Colorado River Indian Tribes. THIS IS STEP TWO. You will need to fill it out in its entirety, please list ALL JOBS applied for on Indeed and return via email to the same address. Please be sure your application is signed and all fields are complete. Any questions, please call 928-669-1320

Duties & Functions:

The Legal Aid Department only serves C.R.I.T. enrolled community members in civil matters. Persons who are eligible for enrollment with C.R.I.T. are also eligible for services.

Client Contact Duties:

- Ongoing contact with clients in all of the open files.
- Client visitation with in-custody clients may be required; while the Legal Aid Department handles only civil cases, there may be civil matters to be completed on behalf of clients who may be in-custody in separate criminal cases.

Attorney Duties:

- Client representation consistent with the ethical rules governing attorneys,
- Type out routine pleadings, letters, contracts, agreements, and other legal documents,
- Legal Research & Writing; familiarity with Westlaw.
- Photocopying, faxing, and scanning documents.
- Filing of pleadings and appearance in Tribal Court, Superior Court, Justice Courts, City Courts, as required; some State-court appearances may be necessary, which is why admission to the State Bar of Arizona is preferable,
- Appearing in Court on behalf of a client; conducting evidentiary hearings; conducting trials; conducting appeals,
- Advising clients on the best course of action to take in order to accomplish client goals.
- Being mindful that sometimes litigation is not the best first course to take and that negotiating a mutually-agreeable outcome between our clients and the opposition may yield better results.
- Making final determinations on whether a conflict of interest exists in the representation of a prospective client,
- Case assignment to other attorneys or advocates employed by the Legal Aid Department.

Administrative Duties:

- Department head within the Colorado River Indian Tribes Tribal Government and appearing at required meetings, o Attend monthly Department Head Meeting.
- Work with other Department Heads, as necessary, to accomplish C.R.I.T.-wide developmental goals consistent with the direction of the C.R.I.T. Tribal Council,
- Become familiar with CRIT Personnel Policy.
- Become familiar with the Constitution and Laws of the Colorado River Indian Tribes.
- Supervise the advertisement and hiring of any new Legal Aid personnel,
- Submit all required monthly reports to the C.R.I.T. Administrative Committee, due one week prior to the meeting, o Available for appearance at the monthly
- C.R.I.T. Administrative Committee Meeting for presentation of conflict referral requests, or other matters,
- Available for appearance when summoned by the C.R.I.T. Tribal Council or
- C.R.I.T. Tribal Council Member(s), subject to court hearings or prior appointments in schedule.
- Maintain accounting of the Department Budget; work with the Accounting Department to determine whether projected deficits may require Budget modifications.
- Prepare annual budgets for submission and approval to the C.R.I.T. Tribal Council, o Review, approve, and submit staff timesheets in a timely manner; make the necessary corrections.
- Submit check requisition forms to pay departmental invoices (electricity, internet, conflict attorney fees, etc.) to ensure that vendors are paid in a timely fashion, o Prepare and submit all purchase or expenditure requests consistent with the C.R.I.T. Procurement Policy,
- Ensure that office supplies are replenished in a timely fashion,
- Supervise the purchase and maintenance of office equipment,
- Implement Legal Aid Department office policies and procedures,
- Identify any shortfalls in Legal Aid Department office policies and procedures, draft policies and procedures addressing the shortfalls, and submit to the C.R.I.T. Tribal Council for approval,
- Complete Annual Employment Reviews with staff of the Legal Aid Department.

Supervisor Duties:

- Supervising the Receptionist/Conflict Clerk in their duty and job performance; training of the Receptionist/Conflict Clerk in their areas of responsibility; provide direction; to take corrective measures, or if necessary, disciplinary action,
- Supervising the Staff Attorney in their duty and job performance; training of the Staff Attorney in their areas of responsibility; provide direction; to take corrective measures, or if necessary, disciplinary action,
- Supervision responsibilities are subject to the ethical rules governing attorneys.
- Aspire to create a work environment that nurtures staff cohesion and a team with high morale.
- Encourage the Receptionist/Conflict Clerk and the Staff Attorney to pursue every meaningful training opportunity that promotes their own professional growth and upward mobility opportunities.
- Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
- Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

- Litigation experience is desired, particularly jury trial experience.
- The ideal candidate should have desires for helping all C.R.I.T. Enrolled community members resolve civil legal issues; and desire to assist indigent persons.

The ideal candidate should have the following skills:

- Familiarity with Word Perfect and Microsoft Office software,
- Excellent typing skills, including spelling and grammar,
- Excellent computer skills,
- Excellent online research skills,
- Westlaw legal research skills.
- The ability to communicate effectively and respectfully with clients,
- The ability to communicate effectively and respectfully with staff,
- Familiarity with legal pleadings and documents,
- Basic accounting skills,
- Knowledge of office procedures,
- The ability to work as a team or on an individual basis,
- Strong self-motivation and the ability to motivate others.
- Education & Experience Requirements:
- Juris Doctor with admission to the highest Court of a State (preferably Arizona).
- A minimum of three years of post-law school work experience in a legal setting is required; clerkships may be considered as part of this time calculation.
- Must possess a current valid driver's license throughout employment.

Physical Requirement:

- 40-hour workweek (8:00 a.m. to 12:00 p.m.; 1 :00 p.m. to 5:00 p.m., five days per week excluding holidays), 52 weeks per year.
- As a Department Head, the expectation is that the necessary hours shall be put in so as to maintain department services effectively and efficiently, and meet all required deadlines.
- No overtime.
- Professional office environment.
- Appropriate and presentable attire required; business attire required when appearing in Court.
- Degree of manual labor is minimal; may require occasional lifting or transporting of boxes containing files or supplies.
- Be able to stand at least eight (8) hours.
- Must successfully complete a drug screening test prior to appointment.
- Physically able to perform duties assigned.
- Occasionally work extended shifts as assigned, some weekends and holiday.