



Colorado River Indian Tribes

Public Defender

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.

Job Summary:

The Public Defender will be responsible for management of the Public Defender's Office and staff including administrative and budgeting duties and supervision of staff in representing and counseling eligible Tribal Members.

Duties & Functions:

- Responsibilities include representation of Tribal member adults and juveniles, in criminal actions before the Tribal Court.
- The Public Defender carries a full adult criminal caseload in Tribal Court and may also handle juvenile proceedings (Child Offender (CO) and Child-in-Need of Care (CNC) cases) under the Tribes' Domestic Relations Code in some instances.
- The Public Defender may also be called on to take civil conflict cases referred by the Tribes' Legal Aid Office.
- Other duties may be assigned at the discretion of the Tribal Council 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:

- Must have knowledge and experience working with principles of Federal Indian Law, Tribal Law and/or administrative law.
- Applicant must have ability to work cooperatively with officers and attorneys of the court, even in adversarial relationships.
- Dependable, punctual and able to communicate in a professional and pleasant manner.
- Applicant should have demonstrable familiarity with criminal law and procedure along with concern and interest in Indian Affairs.

Education & Experience Requirements:

- High School Diploma or G.E.D.
- Graduate from an ABA accredited law school
- Be admitted to Tribal, State or Federal Bar or pending admission preferred.

- Employees may be required to submit to fingerprinting and criminal background check.
- Must possess a current valid driver's license throughout employment.

Physical Requirement:

- 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.