

## **Fort Belknap Indian Community**

**JOB TITLE:** Public Defender Assistant

**STATUS:** FT/Non-Exempt

**DEPARTMENT:** FBIC Prosecutor's Office

**SUPERVISOR:** Public Defender

**SUPERVISION EXERCISED:** None

**WAGE:** \$19.00

### **General Job Description**

This position will provide basic support services for the Defenders Office such as answering phones, taking/delivering messages, typing and proof reading pleadings and correspondence, preparing and disseminating discovery materials, researching legal issues as necessary, typing requisitions for equipment and supplies, and opening, maintaining and closing files.

### **Essential Duties and Responsibilities:**

The list of duties and responsibilities is illustrated only if the task performed by this position and is not all-inclusive:

- Local travel to courts, Police Department, Property & Supply, and FBIC Tribal Office as necessary to pick up and deliver paperwork and supplies
- Coordinate Services with other program such as the Domestic Violence program, CDC, Housing, Courts, Federal Bureau of Investigations and outside Law Enforcement Agencies
- Make travel arrangements, submit travel requests and travel claims
- Collect, enter and file data digitally

### **Knowledge, Skills, Certification and Abilities:**

- Ability to communicate effectively both verbally and in writing
- Ability to prioritize required duties
- Ability to operate personal computer, including work processing, database applications, operation of the internet, and basic internet research skills
- Knowledge of procurement process, including submission of requisitions and travel claims with all required documents
- Ability to work effectively with people, both internally and externally, from diverse, cultural, social and educational backgrounds
- Ability to maintain confidentiality
- Ability to remain calm and respond professionally during high-pressured situations or crisis calls
- Ability to utilize active listening skills
- Ability to remain non-bias and/or non-judgmental

### **Minimum Education Requirements**

Must have a high school diploma. Some college preferred in criminal justice or related field

### **Employment Requirements**

- Must be an enrolled member of a federally recognized Indian Tribe
- Must have excellent typing skills
- Must have never been convicted of a felony crime
- Must have never been convicted of a misdemeanor crime within (1) year period immediately before employment offer
- Must successfully pass a pre-employment drug and alcohol screening tests and be able to pass a background check
- Experience working with the criminal justice system or court system is preferred

### **Physical Demands**

The physical demand described here are representative of those that must be met by an employee while To successfully perform the essential function of this job, including lifting up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### **Immigration Reform and Control Act:**

Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicant will be asked to produce documentation

**01/26/2026**