

Fort Belknap Indian Community
656 Agency Main Street
Harlem, MT 59526

Position: Law Trained Parent's Public Defender **Status:** Regular/Full-Time
Department: Tribal Court **Supervisor:** Chief Administrative Officer
Supervision Exercised: None **Wage:** DOE
Supervision Received: Incumbent will work under the direct supervision of the Chief Administrative Officer.

Supervision Exercised: None.

Position Summary: Incumbent serves as the Parent's Public Defender of the Fort Belknap Indian Community; defending and representing, as appointed by the Court, parents of child welfare services cases. As well as, criminal defendants, individuals subject to mental health commitments, individuals facing drug and alcohol infractions, youth offenders, investigating defenses, and/or representation in each area, as appropriate.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:

- Shall be responsible for receiving appointments on parents involved in a child welfare case, criminal defendants, youth offenders, mental health commitments, and alcohol and drug commitments.
- Will be responsible for ensuring that proceedings are presented timely to the court to meet all applicable time constraints.
- Shall be responsible for ensuring that all necessary documentation is prepared and filed with adequate information in cases assigned to allow the court to appropriately respond.
- Shall be responsible for investigating defenses/responses to all child welfare, criminal, youth offenders, mental health commitments, alcohol and drug commitments assigned to his/her office.
- Shall maintain confidentiality of client information and disclosures.
- Shall represent clients in conformance with the Rules of Conduct for licensed attorneys in both the Tribal Court and the bar organization in which the attorney/advocate may be licensed.
- Maintains licensing in good standing from which qualifications were established.
- Maintains an organized filing system in their principal office.
- Shall be responsible for meeting with the public, clients and witnesses to prepare cases for trial, to accept information and to make referrals.
- Shall maintain good working relationships with court staff, judges, and law enforcement personnel.

- Have successfully completed an examination covering the Constitution and By-Laws, Corporate Charter, Laws of the Fort Belknap Indian Community, the Judicial system, and law enforcement.
- Must possess a valid driver's license, or obtain one within three (3) months of being hired if a license is from another state.
- Must not have DUIs or major traffic offenses within the past three (3) years in any jurisdiction and be insurable by the FBIC Insurance Master Plan.

Note:

The salary for this position depends on experience but is not negotiable beyond the maximum salary budgeted.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. 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.

IMMIGRATION REFORM AND CONTROL ACT. Requires all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

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Indian Preference Employer as Required by Law

Revised: 5/29/2024

Approved: 6/4/2024