

FORT BELKNAP INDIAN COMMUNITY
Fort Belknap Agency
656 Agency Main St.
Harlem, Mt. 59526

TITLE: Parent's Public Defender **STATUS:** Regular/Full-Time
DEPARTMENT: Tribal Court **SALARY:** \$34.00
PROGRAM: Judicial Branch **LOCATION:** Fort Belknap Agency - Remote

SUPERVISION RECEIVED: Incumbent works under the general 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. Provide effective legal representation to parents, when applicable, who cannot afford an attorney and who have not been charged with a crime/delinquent act or other conduct which has the potential for incarceration.

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:

1. 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.
2. Will be responsible for ensuring that proceedings are presented timely to the court to meet all applicable time constraints.
3. 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.
4. 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.
5. Shall maintain confidentiality of client information and disclosures.
6. Shall represent clients in conformance with the Rules of Conduct for licensed attorneys in both the Tribal Court and the bar organizations in which the attorney is licensed.
7. Maintains licensing in good standing in Bar Associations from which qualifications were established.
8. Maintains an organized filing system in their principal office.

9. Shall be responsible for meeting with the public, clients, and witnesses to prepare cases for trial, to accept information and to make referrals.
10. Shall maintain good working relationships with court staff, judges, and law enforcement personnel.
11. Shall assist in other matters as assigned by the Chief Judge and/or Court Administrator.

Knowledge, Skills, and Abilities:

- Knowledge of the Fort Belknap Indian Community, federal, state, and local laws and regulations, traffic, and civil codes.
- Knowledge and understanding of courtroom procedures.
- Skill in understanding and interpreting complex statutes, ordinances, regulations and standards.
- Skill in making intelligent and effective decisions in routine and emergency situation.
- Skills in communicating efficiently and effectively both verbally and in writing.
- Skills in mathematics to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fraction, and decimals, including ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in legal, mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to maintain confidences and professionalism required of the position.
- Ability to apply laws to facts and decide cases in a fair and reasonable manner.
- Must have excellent written and oral communication skills, with experience in writing a variety of court related documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directions.
- Ability to communicate verbally and in writing.
- Ability to travel, work extended hours and various work schedules.
- Ability to respond to community issues and concerns with a high level of sensitivity.
- Ability to rapidly adjust to varying work schedules and psychological and physical stress of work.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education and Employment Requirements:

- Must possess a Juris Doctorate degree from an American Bar Association accredited law school.
- Must be in good standing of any State or Federal Court.
- Be at least 21 years of age.
- Must never have been convicted of a felony or any criminal misdemeanor, involving potential jail sentence, within the last (5) years.
- Have not received a dishonorable discharge from the Armed Forces of the United States.
- Have not been removed or disbarred from a court of any jurisdiction.
- Have successfully completed an examination covering the Constitution and B-Laws, Corporate Charter, Laws of the Fort Belknap Indian Community, the Judicial system and law enforcement, to be administered by the Fort Belknap Indian Community Council within 3 months of being hired.
- Have successfully completed training for the position as a judge upon hire.
- Have at least 3 years experience with courts of jurisdiction and the interpretation, application and enforcement of laws; or equivalent combination of education and experience. Note: part-time work is prorated in crediting experience (e.g. if you work 20 hours per week for a 12 month period you will be credited with 6 months of experience).
- Must possess a valid MT driver's license, or obtain one within 3 months of being hired if a license is from another state.
- No DUIs or major traffic offenses within the past three (3) years.
- Must be able to pass a background check.

Work Environment:

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

- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.

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.

Note:

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.

Indian Preference Employer as Required by Law

Revised – 06/02/2017

Approved: