

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

POSITION: Public Defender

STATUS: Regular/Full-Time

PROGRAM: Tribal Court

WAGE: \$28.00 - \$36.00/hr. (DOE)

DEPARTMENT: Judicial Branch

LOCATION: Fort Belknap Agency

Supervision Received: Incumbent will work under the general supervision of the Chief Administrative Officer.

Supervision Exercised: None.

General Description of Duties: Serves as the Public Defender of the Fort Belknap Indian Community, defending and representing, as appointed by the court, 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. Provides effective legal representation to adults and juveniles, when applicable, who cannot afford an attorney and who have 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 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 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 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 the Court Administrator.
12. Provides monthly statistics and information reports to the Court Administrator for submission with quarterly and annual reports.
13. Adheres to the Fort Belknap Personnel Policy and Procedures.
14. Adheres to the Fort Belknap Code of Ethics for court staff.

15. Performs other duties that can be reasonably expected to promote the efficiency, effectiveness and well-being of the Fort Belknap Indian Community.

Education: Must submit proof of a law degree from an accredited institution of higher education with application.

Experience: Must be a licensed attorney in good standing and registered with a State Bar Association from any state and submit license with application.

Knowledge, Skills, Certifications and Abilities:

- Must be proficient in MS Office applications and database software and have general office skills.
- Must have the ability to meet and deal effectively with the general public and representatives from other agencies and tribal departments.
- Must possess or acquire knowledge of legal terminology, format and procedures.
- Must work well with others and possess a willingness to assist others.
- Must be able to attend work daily and on time.
- Must be able to work independently without constant direct supervision.
- Must be able to manage several tasks concurrently without losing productivity.
- Must be able to maintain the utmost confidentiality of clients, office matters and matters within the Court.

Special Conditions:

1. Will be subject to and must comply with the Fort Belknap Community Council Substance abuse prevention, Drug and Alcohol testing policy prior to and during employment.
2. Must be twenty-one (21) years of age at the time of hire.
3. Will be subject to a background investigation to include previous employment and criminal history.
4. Must have never been convicted of a Felony; or a misdemeanor within one (1) year of applying for position.
5. Must possess a valid driver's license and be eligible for coverage under the Tribal Insurance Master Plan. If possess a driver's license from a state other than Montana, must be able to obtain a Montana driver's license within 3 months of being hired.
6. Will be subject to work environment with a high area of flow in court documents; incumbent must have the ability to effectively prioritize and manage multiple tasks with little or no supervision at times. Must be dependable in following through on work assignments and be dependable and reliable in attendance and productivity.
7. Must deal effectively and respectfully with public and staff in a positive and objective manner and maintain the utmost confidentiality with court documents. Employee found to be in breach of confidentiality will be subject to grounds for disciplinary action and/or termination.
8. Must pass the Fort Belknap Tribal Bar Examination within 3 months of being hired.
9. **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 of employment.

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.

Indian Preference Employer as Required by Law

Immigration Reform and Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

How to Apply: *Submit complete application & resume to:*

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

Revised 3/10/2020

Approved _____