



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	907317001 907317002 907317003	Last Revised:	10/17/2017
Position Title:	Legal Services Attorney	Department:	Legal Services Department
Reports to:	Manager, Legal Services Department	Division:	Office of the Attorney General

Primary Function: Provide legal counsel and legal representation to qualifying individuals according to the policies and scope of the Legal Services Program's design and philosophy.

Job Duties and Responsibilities: The primary job responsibilities include but are not limited to:

Ensuring that individual legal representation to qualifying individuals is being provided efficiently, without unnecessary delay, and according to the North Carolina Rules of Professionalism and Ethics and according to the holistic philosophy of the Legal Services Program

Knowing the purpose, policies, and services provided by the various tribal agencies that individual client's may be entitled to, relevant to the type of legal assistance being sought through the Legal Services Program, and working collaboratively with and in the client's best interest with regard to accessing the various and available tribal service providers.

Work with relevant tribal programs and agencies associated with service provision for the types of cases that the Legal Service Program is involved in to ensure a collaborative and cooperative relationship is supported in the best interests of individuals that are entitled to those agency services. Promote a cooperative relationship with tribal service agencies to ensure a cooperative spirit in the provision of all behavioral health and other services to individual clients entitled to such services.

Maintains good community relations by providing respectful, professional, efficient legal representation to eligible clients and creating access to justice through continuous quality improvement of the Program.

Education /Experience:

- A juris Doctor (J.D.) degree from an ABA accredited law school in addition to being a member of good standing of the North Carolina State Bar are required to qualify for this position.
- The Attorney must have one to three years of experience in the practice of law.
- Nine to twelve months would be required to become proficient in most phases of the job. Experience with civil litigation is required, family law or criminal law preferred.
- Valid NC Driver's License Required.

Job Knowledge:

Requires a thorough knowledge of the various tribal agency and program policies, procedures, and guidelines. Thorough knowledge of Federal Indian law, EBCI tribal law, and NC state law relating to family law and property law is necessary. Must be able to compile and analyze legal data and

make verbal and written reports. Must have knowledge of the Cherokee court system jurisdiction and procedures. Requires a thorough knowledge of Tribal Personnel Policy Manual and North Carolina State Bar Code of Ethics and Rules of Professionalism.

Contact with Others:

Must be able to interact with tribal members, agencies and programs in a professional manner with tact, respect, courtesy, and objectivity. Internal contacts occur on a regular basis with court personnel and other tribal divisional/departmental personnel.

Complexity of Duties:

Requires the ability to solve problems, assess situations, and develop appropriate legal opinions. Must use judgement and initiative to maintain accuracy of work. Must be resourceful when responding to changing circumstances. Must be persuasive in order to ensure tribal or other governing law is applied consistently, correctly and equally. Must be a concise and articulate when speaking to others and convey information effectively. Must be skilled at negotiation, able to bring others together and reconcile differences.

Confidential Data:

Has access to confidential information. Nature of job requires a high degree of discretion to maintain the integrity of the client and the Legal Service Program.

Mental /Visual /Physical Effort:

Good communication skills, both written and verbal, are required. Must be able to work independently and have the ability to follow verbal or written instructions accurately. Must be proficient in the use of a computer, scanner, copy machine, typewriter, facsimile, telephone and other office equipment.

High levels of concentration and attention to detail are required along with general observation necessary for problem solving. Concentration attention to detail and careful handling of delicate documents is needed when working with older files. Work is performed primarily while sitting and standing. Must have manual dexterity, visual acuity, and be able to speak and hear clearly. Walking, bending, stooping, reaching, and lifting light to moderate objects is necessary when working in the files. Must be able lift 25 pounds and carry 5 pounds.

Environment:

Work will be performed in an office setting and in the tribal court.

Responsibility for Accuracy:

Must ensure accurate records are produced by all staff. Proofing and editing procedures would detect most errors. Undetected errors could have negative results.

Supervision Received:

Reports directly to the Manager of the Legal Services Department.

Resourcefulness & Initiative:

Proceeds independently and initiates policies, laws, and other aspects of system infrastructure to support and sustain the administration of the Legal Services Program. Regularly asks for feedback to ensure effectiveness in meeting needs of Legal Services Program.

Extent of Supervision:

Work performance is evaluated for quality of litigation skills, accountability, reliability and professionalism.