



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 169-21

OPENING DATE: 10/07/2021

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Family Services Presenting Officer
PAY GRADE: E10 (\$32.09/hr. - \$46.53/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Tribal Administration
REPORTS TO: Governor
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: The Presenting Officer will be responsible to act as the legal representation for the Pueblo of Isleta Social Services, Truancy Department, and Intervention Officer in matters where court and/or legal interventions are needed to ensure the safety and well-being of the Pueblo of Isleta community members.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Represent Isleta Social Services (ISS), Isleta Truancy, and/or Isleta Intervention Officer in all civil Tribal Court cases.
- Timely prepare, file and serve or ensure the timely preparation, filing and service of all pleadings, including Petitions, motions, orders, notices, rules to show cause, and other court documents related to the representation of Isleta in civil legal actions. Pleadings and proposed orders shall include all determinations required by applicable law.
- Consult with ISS, Truancy Director and/or Intervention Officer to determine whether matters should be filed in Tribal Court.
- Prepare intervention packets, pleadings, motions, and other legal documents.
- Develop strategy, arguments, and testimony in preparation for presentation of case.
- Consult with necessary staff regarding potential legal interventions, limitations, and procedures for ensuring safety and respecting parties' legal rights.

- Perform legal research.
- Provide training or support to necessary staff on how to preserve the case integrity and the applicable law.
- Assist in creating policies to protect and defend the rights of children.
- Assist in drafting amendments to the Tribal Code.
- Attend necessary meetings and review case plans.
- Represent the Pueblo of Isleta in state courts in Indian Child Welfare Act related matters.
- Monitor and evaluate proposed tribal, state, and federal legislation and legal proceedings affecting children.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Not Applicable

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Juris Doctor or L.L.B. from an accredited law school.
- Three (3) or more years of relevant work experience in areas such as family law.
- Member in good standing of the New Mexico State Bar Association or admitted to practice in another state bar, with the ability to obtain NM State Bar within one year of employment.
- Graduate from an Indian Law Program (ILP) preferred.
- Federal bar membership and Court Admissions (US District Court, US Tax Court) preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of federal, state, local and tribal law, legal research and working knowledge of research methods, lawmaking and rule making systems is required.
- Knowledge of the Isleta Pueblo, its history and culture.
- Knowledge of litigation and Indian Law.
- Knowledge of tribal, state, and federal court procedures.
- Knowledge of the Indian Child Welfare Act.
- Skill in interpreting federal and case law, codes, ordinances, and administrative rules.
- Ability to analyze and organize facts, evidence, and legal precedents and present information and material in a clear and logical form.
- Ability to appraise legislation for its need, meaning, intent, logical development and clarity of policy expression.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules.

- Ability to demonstrate a high level of sensitivity to community issues and concerns.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict timelines.
- Skill in working effectively under pressure.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.
- Potential travel for court proceedings.

WORK ENVIRONMENT:

- Work is generally performed in an interior/office/courtroom environment.
- Exposure to individuals with behavioral problems and potentially harmful situations that may require crisis management and other techniques to protect client.
- Potential travel for court proceedings.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.