

YUOK TRIBE OFFICE OF TRIBAL ATTORNEY SUMMER 2018 LAW CLERK APPLICATION

The Yurok Tribe is the largest tribe in California, dedicated to protecting our natural resources and way of life. Gain experience working directly with Tribal leadership in areas of environmental law, gaming law, policy development, appellate briefing and more. Law clerks are a part of our community and are invited to cultural events and in-the-field experiences throughout the summer.





YUROK TRIBE

190 Klamath Boulevard • Post Office Box 1027 • Klamath, CA 95548



2018 Summer Law Clerk

The Yurok Tribe is a natural resources tribe and the largest tribe in California with over 6,100 members. Yurok people are known as great fishers, eelers, basket weavers, canoe makers, dancers, healers and strong medicine people. Yurok Tribal Council and staff continue to protect and preserve Yurok natural resources, culture, and the Yurok way of life. The Office of the Tribal Attorney (OTA) provides support and acts as legal counsel to the Yurok Tribal Council, and provides legal support for the needs of Tribal departments. OTA represents the Tribe in litigation in Tribal, state, and federal courts to assert and defend Tribal interests, and represents the Tribal government in engagement with state and federal agencies, other tribes, and outside entities. OTA assignment areas are vast, representing a wide-range of legal issues. OTA is currently accepting law clerk applications for Summer 2018. The individual(s) selected will assist OTA staff as needed. For a full job description and minimum qualifications, please see the below job description.

The Law Clerk position requires a minimum seven-week commitment and includes research, writing, or other work on Federal Indian law and/or Yurok specific-issues related to current OTA assignments. Our Law Clerk program provides the unique opportunity to work closely with our clients, Yurok Tribal Council and Department Directors, and experience the diversity of areas in which in-house tribal counsel regularly work. The Yurok Tribe currently has over 30 departments and programs, ranging from forestry, social services, economic development and fisheries to governmental affairs.

To apply to the Law Clerk position, please email the following application materials to Legal Secretary, Shawna Bowen, at shbowen@yuroktribe.nsn.us by **Monday November 13, 2017**:

- Cover Letter
- Resumé
- Law School Transcript
- Legal Writing Sample (no more than five pages)

The Summer 2018 Law Clerk announcement will be released in December 2017.

The Law Clerk position is unpaid. Applicants are encouraged to seek financial support through relevant public interest programs or through other public interest scholarships. If you intend to seek school credit if selected for this position, please briefly summarize the supervisor obligations in your cover letter.

The Law Clerk position will be based in the Klamath Tribal Office located at 190 Klamath Blvd, Klamath, CA 95548. The closest airports are Crescent City (CEC), Arcata (ACV), and Medford (MFR). OTA will work with you to find suitable housing.

JOB DESCRIPTION

Job Title:	Law Clerk	Job Grade	N/A
Department	Office of the Tribal Attorney	Location	Klamath
Reports To:	General Counsel	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	Unpaid; Public Interest Funding and School Credit May Be Available		

POSITION SUMMARY:

Under the general supervision of the General Counsel, the Law Clerk will assist the Tribal Council and Tribal Departments in the legal matters related to the business of the Tribe. The Law Clerk will complete a variety of professional assignments on behalf of the Tribal Council and departments as assigned by the General Counsel.

DUTIES AND RESPONSIBILITIES:

1. Performs legal research (e.g., statutes, regulations, case law, policies), including analysis of legal positions.
2. Prepares memoranda, correspondence, case law briefs, and legislative summaries.
3. Assists in drafting appropriate ordinances and policies that implement the Tribe's self-governance objectives.
4. Provides opinions on documents and policies, and attends meetings concerning tribal regulatory (including environmental) matters.
5. Prepares draft complaints or supporting documents under the supervision of Tribal Attorneys.
6. Attends Tribal Council meetings as requested.
7. Prepares draft legal briefs, arguments and testimony in preparation for presentation of a case.
8. Other assignments as determined by the General Counsel.

SUPERVISORY RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail.
- No convictions for misdemeanor offenses within the last twelve (12) months, no previous felony convictions, or bar ethics violations or on-going ethical violations.
- No findings of a breach of bar ethics. Candidate must disclose if one has occurred or is pending review.
- Highly skilled, both orally and in writing.
- Able to work independently.

EDUCATION/EXPERIENCE:

- Current law student
- Demonstrated legal research abilities.
- Excellent written/oral communication skills.
- Familiarity with LexisNexis/LexisAdvance, Westlaw.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy. This includes pre-employment screening, including in respect of marijuana in accordance with the Tribe's Marijuana Zero Tolerance Ordinance. Yurok Tribal Law does not recognize the application of the California Compassionate Use Act of 1996 (Prop 251).
- When necessary, must be able to lift 25 to 50 pounds.
- Must pass a comprehensive background check prior to employment.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. Must have the ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).