

YUROK TRIBE-JOB DESCRIPTION  
Justice Policy Lead – Office of the Tribal Prosecutor

Job Title:	Justice Policy Lead	Job Grade	12
Department	Office of the Tribal Prosecutor	Location	Klamath/Remote
Reports To:	Prosecutor	FLSA Status	Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
Salary Range	\$79,914-\$104,270		

POSITION SUMMARY:

Under the general supervision of the Prosecutor, the Justice Policy Lead will provide advocacy, legislative analysis, coalition-building and policy research around issues related to ending violence against Indigenous persons in Tribal communities, the ongoing Missing and Murdered Indigenous Persons crisis, assertion of Special Domestic Violence Criminal Jurisdiction, sovereignty issues related to Public Law 280 and/or the need to access systems to protect tribal sovereignty/members, and will serve as a liaison between the Office of the Tribal Prosecutor and elected member(s) of county, state or federal governmental agencies/bodies, advocacy organizations, and relevant departments of the Yurok Tribe.

DUTIES AND RESPONSIBILITIES:

1. Perform legal research including extensive analysis of legal positions and policies. Determine and apply legal principles and precedents to problems and issues.
2. In coordination with the Chief Operations Officer and at the direction of the Prosecutor, build and manage relationships with Congressional offices and Administration officials, from the White House, California Congressional Offices and Governor's Office, Bureau of Indian Affairs, Office for Victims of Crime, Department of Justice, and other state, federal, and local agencies, and departments.
3. Assist the Prosecutor in identifying policy priorities, drafting position papers, building strategic relationships, and advocating for the Tribe as directed to ensure that all MMIP policy is informed by the Yurok Tribe's own internal MMIP data and research efforts.
4. Help to identify, advocate for, and implement, a Tribal emergency notification system that considers and includes missing children, foster youth, and at-risk tribal community members, and build internal and statewide policies to achieve these goals.
5. Work with Federal, State, and County agencies to develop policies to prevent human trafficking, violent crime, domestic violence, and missing persons.
6. Prepare relevant briefing materials, congressional testimony, and legislative language (for bills, appropriations, and authorization).
7. Draft proposed legislation
8. Monitor legislation and committee activities and identify opportunities for the Yurok Tribe, Tribal Council, Tribal Court, Yurok Tribal Police, and the Office of the Tribal Prosecutor to participate in events that advance policy objectives.
9. Prepare legal briefs, develops strategies, arguments, and testimony in preparation for advocacy activities.
10. Performs related work as assigned to meet the needs of the department.
11. Lead and coordinate events to bring stakeholders and policymakers together to educate them about the need for Yurok informed policies related to MMIP and justice issues

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12. Coordinate with Yurok Public Relations, Chief Operations Officer, and the Prosecutor on media strategies to advance the goals of the Tribe through coordinated education and advocacy campaigns.

SUPERVISORY RESPONSIBILITIES:

Provides advice, instruction, and guidance to subordinates on work matters. Aids in the developmental and training needs of subordinates. Additional supervisory responsibilities as assigned by the Prosecutor

MINIMUM QUALIFICATIONS:

- Must have computer knowledge sufficient to do legal research; ability to use the Internet and e-mail correspondence.
- 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.
- Must have policy advocacy experience, Sacramento and Washington, D.C., preferred
- Must have experience representing organizations and issues in the media
- Criminal law experience or civil rights lawyering experience preferred.
- Indian law experience and specifically Yurok Tribe experience preferred
- Knowledge and experience working with state and federal budgets
- Tribal, federal, state or local governmental experience preferred.

EDUCATION/EXPERIENCE:

- Grade 12: Bachelor's degree, Graduation from an accredited law school, a minimum of 6 years experience working in policy advocacy or capitol lawyering, is a member of good standing of the California Bar.

CONDITIONS OF EMPLOYMENT:

- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
- All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
- Valid state issued driver's license or the ability to obtain a California driver's license. Must be and remain insurable on the Tribe's vehicle insurance policy.
- Must pass a comprehensive background check prior to employment.

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LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, 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. With 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).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date