



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

POSTING NO: 012-25

OPENING DATE: 01/14/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Assistant Public Defender
PAY GRADE: E10 (\$42.36/hr. - \$59.31/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Public Defender
REPORTS TO: Public Defender
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides representation and assistance to clients charged with crimes before the Tribal Court. Counsels and represents defendants during legal proceedings as necessary to protect the rights of the accused. Counsel appears with her clients at all stages of the criminal proceedings beginning with initial appearance through appeal. The attorney will represent the client at all probation violation hearings. Clients and cases to be assigned by Public Defender.

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:

- Takes on cases when Public Defender has a conflict of interest.
- Arrange in-person visit with newly arrested persons.
- Interviews clients, gathers evidence, and analyzes pertinent information in criminal and juvenile delinquency cases to formulate defense and prepare for legal action.
- Assists clients with accessing alcohol or substance abuse treatment.
- Discusses, defends and explains criminal legal proceedings to clients.
- Reviews judgment and sentencing orders, performs research and writes legal briefs; prepares any appeal which is warranted under existing circumstances with the tribal court.
- Assists or litigates bench and jury trials;

- Maintains contact with the public and community service providers; works with juvenile and social service agencies when helpful to client's defense.
- Reviews discovery and client criminal history.
- Plans case strategy and engages in plea negotiations, investigation, pretrial interviews; identifies and uses legal and factual issues in cases to benefit clients.
- Researches and files appropriate legal motions to suppress and/or control admissible evidence.
- Educates clients about their cases and the criminal justice system at Isleta.
- Prepares for arraignments, pre-trial conferences, or probation violation hearings by reviewing reports, investigating allegations, interviewing witnesses.
- Attends arraignments and pre-trial conferences and negotiates plea agreements with the prosecutor
- Keeps abreast of new laws, tribal law, law and order code, cases and legal challenges that may affect pending or future case prosecution.
- Participates in Tribal Council committees when requested.
- Determines federal and state consequences associated with client's tribal court case, conducts research, writes documents, files legal documents in the appropriate court, and presents oral arguments in court.
- Maintains professional knowledge by conducting research, attending seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- No supervision.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Juris Doctor from an accredited law school.
- License to practice in New Mexico or other State.
- A member in good standing of New Mexico state bar or other state bar.
- 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.

PREFERRED QUALIFICATIONS/REQUIREMENTS:

- Tiwa speaking.
- Indian Law Certification (ILC) from a recognized Indian law program.
- Two years' court experience or dealing with serious crimes in Indian Country.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of and sensitivity to Isleta culture, customs, and traditions.
- Knowledge of litigation and criminal procedures.

- Knowledge of trial, state and federal court procedures.
- Skill in effectively presenting material to the court, speaking clearly and providing excellent interpersonal and communication skills.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in gathering, analyzing, and organizing information.
- Skill in preparing, reviewing, analyzing and interpreting complex legal documents and publications.
- Skill in working effectively under pressure.
- Ability to conduct interviews with witnesses and complainants.
- Ability to understand concepts to tribal sovereignty and self-determination.
- Ability to respond to common inquiries or complaints from the general public, social service and government agencies, judges and other attorneys.
- Ability to speak Tiwa language preferred.
- Ability to work independently and meet strict time lines.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment and negotiate legal actions.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 15 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or courtroom environment.
- May be required to work weekends, holidays, and extended hours.
- Noise level is usually minimal.

PREFERENCE:

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