POSITION ANNOUNCEMENT

Job Title: Native American Legal Aid Program (NALAP) Attorney
Job Type: Hourly contract position with potential to be salaried
Salary & Benefits: DOE
Application Deadline: January 30, 2020
Start Date: Preferred by March 1, 2019; position open until filled

Mission Statement
The mission of the Tacoma-Pierce County Bar Association’s Tacomaprobono (TPB) is to ensure meaningful access to justice for low-income individuals who have civil legal needs in Pierce County, Washington, by providing clients with volunteer attorney advice, self-help materials, and paralegal support.

Nature of Work
This position will be half-time for two months and increase to full-time. Tacomaprobono offers flexible scheduling as caseloads allow and can accommodate existing contracts for the right applicant.

The Attorney will work under the limited supervision of the NALAP Managing Attorney. The Attorney will work with TPB staff and volunteers, the Puyallup Tribe of Indians and other social service organizations to provide civil legal service programs that help meet the specific and unique needs of Puyallup Tribal Members, American Indians, Alaska Natives and First Nations People in our community, including significant direct representation with a focus on high-quality client advocacy.

Essential NALAP Staff Attorney Functions
- Prepare and manage a high-volume caseload, which will include consultations and advice, brief services, extensive services, and full representation.
- Participate in all stages of litigation, from intake to resolution, in state, tribal, and administrative forums, in a wide variety of civil legal issues, including but not limited to family law, eviction defense, domestic violence protection orders, disability, and consumer
rights.

- Maintain community relationships with organizations such as offices and programs of the Puyallup Tribe of Indians, South Puget Sound Intertribal Planning Agency, and Tahoma Indian Center, in order to conduct community outreach, identify the most significant problems experienced by the target population, improve delivery of services, and develop targeted programs and solutions.
- Provide specialized legal clinics, know your rights presentations, and other formal and informal opportunities for this population to access legal advice and/or representation, as well as make referrals to other TPB clinics and programs and other organizations able to provide appropriate additional legal and holistic client services.
- Utilize, participate in, and cooperate with other programs operated by TPB to improve existing legal services, including but not limited to the TPB VOCA (Victims of Crime Act)-funded Staff Attorney, Housing Justice Project Managing Attorney, and paralegal follow-up program.
- Delegate appropriate tasks to the NALAP paralegal and NALAP volunteers/interns/externs as needed.
- Participate in specific and general program volunteer recruitment and CLE trainings.

**Experience and Qualifications**

- Experience working in Indian Country and with Native American populations preferred.
- Licensed to practice law in Washington, and ability to become licensed in the Puyallup Tribe of Indians Tribal Court upon time of hire.
- Litigation and direct client management experience. Experience in state, tribal, and administrative courts preferred.
- Demonstrated experience working directly with low-income clients, individuals from diverse ethnic, cultural, and socio-economic backgrounds, survivors of domestic violence or sexual assault, or individuals from historically marginalized and oppressed communities.
- Established commitment to providing civil legal services to low-income clients.
- Demonstrated ability to work both independently and collaboratively with others.
- Proficiency with Microsoft Office and LegalServer or other case management software.

**Physical Requirements**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Ability to sit and/or stand for extended periods of time; interact with computer screens and manipulate essential computer components (i.e. mouse and keyboard). Mobility around the office, and abilities to bend/stoop, push/pull, and perform unassisted lifting consistent with the job duties are required.
To Apply
To be considered for this position, please submit a letter of interest, resume, and 3 professional references to Carly Roberts, Assistant Director of Legal Programs, at carly@tacomaprobono.org.

The Tacoma-Pierce County Bar Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, gender identity or expression, national origin, age, genetics, disability, or veteran status. In addition to federal law requirements, the Tacoma-Pierce County Bar Association complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.