



## JOB DESCRIPTION

**Job Title:** Advocate  
**Reports To:** Tribal Administrator  
**Classification:** Management  
**Regular Work Schedule:** Full Time  
**Driving Classification:** Drivers License Required

**Department:** Advocate's Office  
**Employment Status:** Non- Exempt, Sensitive  
**Supervisory Status:** Yes  
**Salary Minimum:** DOE

### **Summary:**

The Fort Mojave Indian Tribe is seeking a positive and task oriented individual to successfully oversee the Advocate's Office. The Tribal Advocate is responsible for implementing and effectively communicating between the Tribal Court, Departments, and Law Enforcement on behalf of tribal clients. The Advocate must possess an ability to understand and carry out oral and written directions; ability to communicate clearly; ability to take direction and learn quickly; ability to get along well with others; ability to read, write, speak, understand, and communicate sufficiently to perform the essential duties of the position; exhibit reliability; and courtesy. The Tribal Advocate shall work under direction of the Tribal Administrator, which may include and/or all of the following:

### **Essential Duties and Responsibilities:**

Include the following. Other duties may be assigned.

- Have knowledge or a willingness to obtain knowledge of Tribal Traditions, Customs, and Practices.
- Appears and represents Tribal Membership in matters before the FMIT Tribal Court, and in administrative proceedings and other similar settings.
- Prepares cases and advocates on behalf of clients in accordance with the FMIT Tribal Law & Order Code.
- Advises clients, both orally and in writing, regarding case progress.
- Conducts research and analysis, performs factual investigations and analysis, and prepares legal memoranda, pleadings and motions on behalf of clients.
- Ensures that files are kept and maintained in a timely and professional manner.
- Maintains confidences with all clients, office staff and work related issues.
- Assists in updating Tribal Advocate's Office policy and procedure.
- Assists in performing liaison duties between clients and the Tribal Court in matters handled.
- Attends and participates in legal education and training courses in order to gain proficiency in job related matters and legal issues in general. Participates in case discussions and other meetings to discuss legal strategies, case acceptance, and case-loads.
- Maintain and manage the Tribal Advocate's Office
- Possess the ability to department, court, and client schedules.
- Create, develop, and manage advocacy tasks, document compilation, and completing components of procedure to ensure clients are represented within the scope of the Tribal Law and Order Code.
- Oversee the organization, placement, and care of department supplies and equipment.
- Review program goals and objectives.
- Ability to develop outreach events that increase awareness of client's rights.
- Ability to serve as Guardian Ad Litem as assigned by the Tribal Court.
- Manage and oversee office tasks: phone calls, receptionist duties, and events.

- Acknowledge and/or be willing to learn and share knowledge and create an open learning environment.
- Act as a role model and help create an environment that inspires higher ethical standards as outlined in the FMIT HR Personnel Policy and/or any standards utilized by the Tribal Court.
- A willingness to work a demanding schedule that may require unique hours and flex-scheduling.
- A willingness to remain committed and dedicated to the completion of tasks in a positive manner.
- A willingness to maintain a positive attitude and ensure reliability and dependability on projects all partnerships.
- Ability to manage multiple tasks in a fast-paced environment.
- Ability to work with minimal supervision and make sound judgements in legally and factually complex cases.
- Ability to acquire and develop skills in communicating with, and instructing others, using both technical and non-technical language as appropriate to provide legal information service and explanations to those for whom the subject matter is unfamiliar and/or difficult to understand.
- Ability to judge when consultation with, or referral to, attorneys is necessary or appropriate.
- Ability to adapt to changing work situations and assignments.
- An understanding of court procedure to review and provide recommendation to clients and Tribal Departments / Agencies.
- Ability to work all demographics of the Fort Mojave Indian Tribal membership.
- Ability to communicate effectively.
- Ability to coordinate projects effectively, which may include but are not limited to department travel, and other assigned projects.
- Ability to create and implement department budget and / or work with outside funding agencies.
- An understanding of the importance of confidentiality and the proper release of information.
- A willingness' to lead tasks individually and ensure task completion if assigned as a project lead.
- Provides information to the public regarding learned cultural knowledge, department policies and practices, and answering questions as needed.
- All other duties as assigned.

### **Competency:**

To perform the job successfully, and individual should demonstrate the following competencies:

- An awareness or willingness to learn of the Government, Culture, Laws, Rules, and History of the Fort Mojave Indian Tribe.
- An awareness or willingness to learn Tribal Customs and Practices.
- A base knowledge of Microsoft Office.
- Knowledge or willingness to gain knowledge in Tribal, Federal, & State laws, ordinances, and policies.
- Knowledge or willingness to gain knowledge in Tribal Court Rules, policies & procedures, and the FMIT Tribal Law & Order Code.
- Skill in developing and presenting effective materials.
- An ability to properly manage time, complete tasks, and multi-task.
- An ability to manage stress under pressure.
- Other duties as assigned by supervisor.

### **Qualifications:**

Knowledge or willingness to learn Tribal Customs and provide support to department sponsored initiatives required. To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **Education/Experience:**

- Bachelor of Arts or Sciences – **Required**, may be substituted with 2-3 years of experience as a manager of client-based services in Social Intervention and/or Criminal Justice fields.
- High School Graduate or GED equivalent – **Required**.
- Driver's License – **Required**.
- **Must not have any criminal history. Must be able to pass the highest criminal background investigation. Must be aware that criminal background checks will be completed routinely for this position.**
- Graduate Degree or Professional Certification in Human Services or Criminal Justice – *Preferred*.

## **Reasoning Ability:**

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Computer Skills:**

Knowledge of Microsoft Outlook, Microsoft Word, and Microsoft PowerPoint preferred to perform this job successfully.

## **Certificates and Licenses:**

Ability to perform this job requires an individual to have a valid state Drivers License insurable under the Tribe's insurance plan and passing a drug test and adhere to the Tribe's Drug-Free Policy. An individual must be able to obtain a Food Handlers card issued by the Indian Health Services or certified food handlers program i.e. California, Arizona, Nevada within the first month of employment.

## **Work Environment:**

The work environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel, lift a minimum of 25 lbs., reach with hands and arms, climb, or balance, stoop, kneel, crouch or crawl, talk or hear and taste or smell.