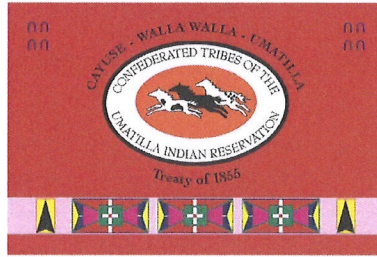


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÉNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Coordinating Assistant - Partner Violence Survivor Project

SALARY: Pay Range: 5
\$40,000 to \$44,000 per year
DOE/DOQ

DEPARTMENT: Public Safety

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon
Confederated Tribes of the Umatilla Indian Reservation.

EMPLOYMENT STATUS: Full Time with Benefits
Non-Exempt – Contingent on external funding
Grant Funded Position

SUPERVISED BY: Family Violence Services Program Manager

OPENING DATE: July 13, 2021

CLOSING DATE: Open until filled

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

The Family Violence Services (FV) provides advocacy and services to end cycles of abuse. FV developed the Partner Violence Survivors Project (Survivor Project) with a Legal Assistance grant from the U.S. Department of Justice. The Survivor Project provides attorney services for women suffering from or at risk for any of the following: domestic violence, dating violence, sexual assault, stalking or trafficking.

The Survivor Project is comprised on an Attorney and Coordinating Assistant. This position demands effective communication with the all FV and Survivor Project staff and an attitude and desire to be responsible and accountable for work products on a daily basis. The Coordinator must be consistently present as directed. Reliability, punctuality and consistent attendance is crucial. The Coordinating Assistant will provide support services to the Survivor Project Attorney, including but not limited to the following:

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

- Daily clerical tasks, such as answering phones, scheduling appointments, updating, and maintaining calendar, physical/electronic file and database, preparing and maintaining form document responses, and implementing efficiencies;
- Outreach, communication, and education about available Survivor Project attorney services;
- Create and maintain client files and database, collect and track data;
- Interview, process, and document clients (client intake) and coordination of service referrals;
- Prepare, review, and file pleadings, correspondence, and other documents;
- Assist in court preparation and conduct legal research;
- Timely development, drafting and submission of reports;
- Prepare and track budgets, routine reporting, travel, procurement, responding, and referring inquiries to appropriate resources;
- Understand family law and domestic violence issues;
- Communicate effectively verbally and in writing;
- Interact with diverse populations and other professionals;
- Participate in relevant trainings, conferences, and seminars;
- Collaborate with FV staff to promote the best interests of FV and Survivor Project and its service to the community;
- Accountability for identifying and managing challenges to accomplish the duties of this position;
- Perform with minimal supervision;
- Assume additional duties as assigned.

Performance standards include independent coordination and assistance that assists the Survivor Project productivity: (1) punctuality and attendance; (2) reliably consistent in receiving assignments and carrying them out as directed by the Survivor Project Attorney (3) staying on task outreach and enhance the Survivor Project productivity. Working hours are 7:30 am to 4:00 pm, with periodic work after hours.

Duties may be added or adjusted to meet the coordination of attorney services with the Office.

ATTORNEY CLIENT CONFIDENTIALITY: Maintaining client confidentiality is of the utmost importance when the Coordinating Assistant maintains client files, and prepared documents under the direction of the Attorney. The Coordinating Assistant will be required to adhere to an attorney-client confidentiality standards agreement that includes the following:

- The Employee acknowledges that, in the course of employment by the Employer, the Employer has, and may in the future, come into possession of confidential client information including, but not limited to names, addresses, social security numbers, financial information, employee records, and attorney privileged information.
- Employee will adhere to ABA Model Rule 1.6. This Rule governs the disclosure by a lawyer of information relating to the representation of a client during the lawyer's representation of the client. The Rule will apply to a non-lawyer assistant.

- The Employee will also adhere to ABA Model 5.3. This Rule requires that an attorney be responsible for all the professional actions of a non-lawyer assistant performing services at the attorney's direction and should take reasonable measures to ensure that the non-lawyer assistant conduct is consistent with the lawyer's obligations under the rules of professional conduct of the jurisdiction in which the lawyer practice.

To be considered for this position the candidate must not have any conflicts of interest with the clients served by the Attorney.

To avoid conflicts of interest, it is a condition of employment that this position cannot hold political office in the Tribal government, including membership on a Committee or Commission.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Client files and records - both physical, and electronic. View files containing sensitive and attorney client protected work products and communications. This extends to sensitive client service referrals, reports and financial matters.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Education minimums:
 - a. An Associate's degree, with coordination experience that can be directly demonstrated to apply to the job duties; **OR**
 - b. A high school diploma with 2 years of coordination experience that can be directly demonstrated to apply to the job duties;
 - c. Preferred experience with litigation support, or case management.
2. Responsibility for collecting and analyzing data, drafting reports, preliminary drafting of court correspondence and pleadings for attorney review, developing educational information, and quality control editing and proofreading skills.
3. Must consistently be solution driven, work in a professional and courteous manner, and demonstrate business appropriate judgement and discretion suitable for a law office that serves survivors of domestic violence, dating violence, sexual assault, trafficking and stalking.
4. Must maintain client confidentiality.
5. Must research to assist in problem solving options for relating to client attorney services.
6. Maintain highly organized law office systems for hearings, filing and recommendations in adjusting processes for productivity.
7. Must demonstrate work experience using a majority of software listed: Access, Word, Excel, Power Point, Outlook, SharePoint, Adobe Professional, and other Office Suite software. Be willing to become proficient with on-line legal research tools, electronic court filing and records systems, and internet resources.
8. Required to be efficient, and complete deadline driven tasks in a timely manner. Positive performance requires managing a caseload, providing education and reporting tasks with minimal supervision.
9. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).

10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
11. Skills and abilities test will be administered as related to the position.
12. Must be available to work a flexible schedule – routine working hours will vary as approved by the Supervisor.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 25 pounds, move files, boxes, push carts and organize files.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.05.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

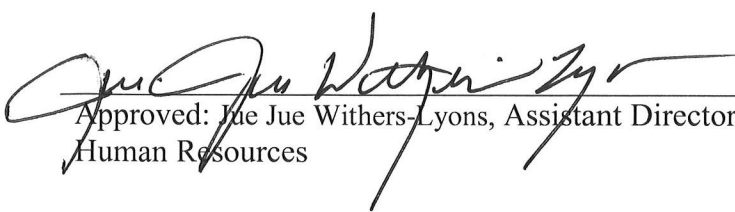
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 429-7180 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jue Withers-Lyons, Assistant Director, Office of
Human Resources

7.12.2021
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date