



# CALIFORNIA INDIAN LEGAL SERVICES

Escondido · Eureka · Bishop · Sacramento  
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Devon Lee Lomayesva, Executive Director

## **Intake Advocate Position Available– Sacramento Branch Office**

### **Program Description:**

California Indian Legal Services is a statewide, tribally controlled, non-profit corporation that provides legal services to individual Indians, Indian tribes, and Indian organizations on issues involving Federal Indian law. CILS attorney services range from providing brief counsel and advice to low income Native Americans to more extended representation on core legal issues affecting Native Americans and Indian tribes, to significant litigation, policy analysis and advocacy, to transactional services to tribes involving economic development and tribal infrastructure. Currently, CILS operates four offices in California.

### **Position Description**

This is a part-time position devoted to increasing and enhancing our legal services. Under direction of the Directing Attorney, the Intake Advocate will work collaboratively with other staff to effectively and efficiently process requests for legal assistance from individuals, tribes, and Indian organizations.

The Intake Advocate will conduct intakes and provide on-going comment to refine our intake systems. The daily work of the advocate includes:

- conducting preliminary interviews with potential clients;
- completing intake forms;
- presenting intakes at case acceptance meetings;
- performing follow-up investigation and research;
- drafting client documents under supervision of attorney.

### **Desired Qualifications**

- Demonstrated interest in poverty law or Indian law and commitment to working with low-income and other disadvantaged clients required. Prefer prior legal services experience.
- Highly organized and able to analyze and present ideas clearly and concisely.
- Excellent written and verbal communication skills – ability to talk clearly with callers in crisis.
- Comfortable with variety of computer programs including web-based case management systems.
- Ability to work productively and empathetically with individuals from diverse backgrounds.
- Ability to work independently, as part of a team and to take initiative.
- Law or paralegal training strongly desired.

### **Salary:**

Competitive salary D.O.E. Generous leave policies and potential annual performance bonus.  
Family/partner medical and dental benefits available.

### **To Apply:**

Please submit resume, cover letter, and writing sample to Patricia De La Cruz-Lynas, Director of Administration, California Indian Legal Services, 609 S. Escondido Blvd., Escondido, CA 92025, (Fax) 916-978-0964. E-mail [hiring@calindian.org](mailto: hiring@calindian.org). All applicants will be notified when a final hiring decision is made.

**CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER. NATIVE AMERICANS, WOMEN, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.**