



Sacramento ♦ Escondido ♦ Eureka ♦ Bishop

Escondido Office: 609 S. Escondido Blvd., Escondido, CA 92025

Telephone 760-746-8941 FAX 760-746-1815

Staff Attorney Position Available – Escondido Office

Program Description:

California Indian Legal Services is a statewide, tribally controlled, non-profit corporation that provides legal services to Indian tribes, Indian organizations and low income individual Indians on issues involving Federal Indian Law. CILS provides a variety of legal services including brief counsel and advice and extended representation on core legal issues affecting Native Americans and Indian tribes. CILS is involved in litigation, policy analysis and advocacy and also provides transactional services to tribes involving economic development and tribal infrastructure.

CILS has four offices throughout California. Our Escondido office provides legal services in counties statewide that include 36 of the 110 federally recognized tribes in California. The Escondido service area has the largest concentration of federally recognized tribes. Additional information about CILS can be found on our website, at www.calindian.org.

Job Description:

Supervised by the Directing Attorney, the Staff Attorney will work collaboratively with other staff to provide exceptional legal services in all areas of Federal Indian law. Our fast-paced offices provide legal services on issues of jurisdiction, tax, estate planning, trust assets, environmental law, natural resource development, tribal governance, employment and the Indian Child Welfare Act (ICWA). The Staff Attorney will assume a varied case load that may include: brief counsel and services to low income Indian individuals; state and federal court litigation; contract negotiation; advising tribal clients; developing and implementing constitutions, codes, and policies for tribal clients; making presentations; and ICWA related dependency cases. Staff Attorney client development responsibilities include developing and maintaining effective relationships with tribes and Indian organizations in the service territory, including all funding sources, and ensuring that the office pursues and secures meaningful opportunities to work with tribes, Indian organizations and Indian individuals throughout the service territory. Client development includes all CILS funding sources (grants, contracts, donations, etc.).

Staff Attorneys also collaborate with Directing Attorneys and the Executive Director for the purpose of legal work management that includes staff attorney mentoring and supervision, assistance and administration of local legal work management systems, and grant and special project development and implementation, as directed by his/her Directing Attorney or the Executive Director.

Qualifications:

- J.D. and California bar membership in good standing.
- Demonstrated knowledge of Federal Indian law with at least 1-3 years of experience practicing law.
- Excellent communication, writing and organizational skills.
- Strong work ethic and able to work nights and weekends when many tribal councils meet.
- Ability to travel overnight and a valid driver's license.
- A commitment to providing high quality legal services for Indian people.
- Ability to work independently, as part of a team and to take initiative.

The following qualifications are desirable but not absolutely required:

- Familiarity or experience working with Indian individuals, tribes or Indian communities.
- Prior legal services experience.

Salary:

Competitive salary D.O.E. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

To Apply:

Submit a resume, cover letter, and writing sample to Patricia De La Cruz-Lynas, Director of Administration, California Indian Legal Services, **Re: Escondido Staff Attorney**, 609 S. Escondido Blvd., Escondido, CA 92025. E-mail [hiring@calindian.org](mailto: hiring@calindian.org). We will accept applications until the position is filled. Incomplete applications will not be reviewed. All applicants will be notified when a final hiring decision is made.