



EMPLOYMENT OPPORTUNITIES

Job Title: Protective Services Attorney

Closing Date: 09/30/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-212-5

Job Type: Contract

Department: Protective Services Office

City: Sacaton, AZ

Location: 259 W. Seed Farm Road

Area of Interest: Legal

Salary Rate: \$97,305 - \$132,305

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Protective Services Attorney provides legal support and Community representation in child welfare, juvenile offenders, adult in need of care matters, mental health code commitments and Indian Child Welfare Act litigation on behalf of and representing the Gila River Indian Community (Community) and Tribal Social Services (TSS).

ESSENTIAL FUNCTIONS:

- Represent the Protective Services Office at meetings, court proceedings and other functions.
- Prepare for and attend hearings, case staffing's, and trials related to crisis response, investigations, litigation and casework.
- Draft and review various legal pleadings, motions, discovery, documents, and correspondence necessary to litigate Child In Need of Care including child support, Juvenile Offender, and Status Offender matters; in the Community Court for Adult in Need of Care matters and mental health code commitments; and in state court child custody proceedings, as defined in the Indian Child Welfare Act, 25 U.S.C. § 1901 et seq. (1978), involving children who are enrolled or eligible for enrollment in the Community.
- Provide counsel and advice to Tribal Social Services as in-house counsel on substantive issues related to child welfare, adult protective services, and other related matters.
- Conduct legal research, analysis and document production related to the litigation of matters assigned to the Protective Services Office.
- Assist with the development and maintenance of case files, calendars and databases.
- Assist in the development, revision and modification of the Community's policies, laws, resolutions and ordinances.
- Comply with tribal, state, and federal governmental regulations; maintain ethical practices with respect to the Community, state and tribal courts, all judicial systems and clients.
- Assist in representing the Community at approved meetings, court proceedings and other functions.
- Must comply with laws, rules, Community directives and office policies and procedures applicable to the performance of the job and must perform additional tasks as assigned by supervising personnel.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge in legal and substantive child and adult welfare, juvenile offender, criminal law, mental health law and civil custody proceedings.
- Knowledge of and experience in application of principles of jurisprudence and legal analysis, including a background in and knowledge of the American Bar Association Standards of Practice for Lawyers Who Represent Children in Abuse and Neglect Cases and the standards for representation set forth in the National Council of Juvenile and Family Court Judges Resources Guidelines.
- Knowledge of and experience in application of the principles of jurisprudence and legal analysis, including a background in and knowledge of Federal Indian Law, juvenile law, adult protective services and the Indian Child Welfare Act.
- Ability to exercise sound judgment, work independently and work with others.
- Ability to clearly and successfully articulate ideas and logical analysis both orally and in writing.
- Ability to effectively plan, supervise, and coordinate work of others and meet all applicable time frames and deadlines.
- Ability to maintain effective working relationships with people of varied economic, educational, and cultural backgrounds.
- Ability to maintain composure while working with individuals in a heightened emotional state under strict time constraints.
- Ability to communicate effectively with law enforcement agencies, court personnel, victim witness advocates, other counsel, witnesses, victims, other Community departments, and the public.
- Ability to establish and maintain effective working relationships with other Community partners, Community Officials, and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-Free Workplace as a condition of employment with the Gila River Indian Community.

REQUIRED EDUCATION AND EXPERIENCE:

- Juris Doctorate Degree from an ABA accredited law school and licensed to practice law in Arizona or eligible for admission in Arizona through reciprocity, and one (1) year experience as a practicing attorney.
- Experience specializing in child welfare proceedings preferred. Experience with Indian Child Welfare Act and Federal Indian Law is preferred.

ADDITIONAL REQUIREMENTS:

- Required to complete mandatory legal education as required by the Arizona State Bar and to complete legal education as required by the Community's Children's Code on a yearly basis.
- Submission of an acceptable legal writing sample (5-10 pages).
- Required to obtain a Tribal Operator's permit.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.

Non-Supervisory, Contract Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving

the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**