

**HOPI PUBLIC
DEFENDER -
MANAGING ATTORNEY**

LOCATION: Keams Canyon, AZ (occasional remote work possible)

DNA-People's Legal Services is a non-profit law firm providing free, high-quality legal services to people living in poverty on the Navajo, Hopi, and Jicarilla Apache Nations, and parts of Northern Arizona, Northwest New Mexico, and Southern Utah. In addition to providing civil legal services in those areas, DNA serves as the Public Defender for the Hopi Tribal Court.

REQUIREMENTS: The Hopi Public Defender – Managing Attorney for our Hopi PD office must have a state law license and a JD from an accredited U.S. law school. State-licensed attorneys who are licensed to practice in Hopi Tribal Court are preferred, but if not licensed in Hopi Tribal Court, must be able to gain admission to the Hopi bar by motion or reciprocity. Applicants with three (3) years of criminal law experience as defense counsel, especially in a public defender, legal aid, or similar non-profit law firm are also preferred. All applicants must have strong litigation skills; strong oral and written communication skills; the ability to travel and work throughout the DNA service area (if needed); competence in working with diverse individuals and communities, especially with Native Americans, persons of color, and other marginalized communities; a commitment to defending the rights of the accused and for providing legal services to the poor; the ability to identify and successfully pursue strategic and systemic advocacy; good judgment; the ability to handle stress, initiative, and willingness to work as a team; and the ability to mentor and supervise others, including Hopi PD staff, law students and interns. The Hopi Public Defender – Managing Attorney is supervised by DNA's Arizona Senior Attorney.

RESPONSIBILITIES INCLUDE:

- Under the supervision of the Arizona Senior Attorney, the Hopi Public Defender-Managing Attorney, leads an office to ensure that clients receive the full range of high-quality legal services.
- Ensuring the rights of indigent defendants in tribal courts are protected by zealously representing the accused throughout all stages of the criminal justice process, including litigating one's own caseload.
- Day-to-day management and oversight of DNA's Hopi PD office, its overall caseload, and staff needs.
- Training, and mentoring DNA's public defender staff and our PD office on the Hopi Reservation.
- Engaging with client and community groups, local stakeholders, bar associations,

and governmental associations to identify, assess, and meet client and community legal needs.

- Being familiar with and following all DNA and funder policies, and all applicable state, federal, and local regulations.
- Participating in community outreach, training programs, and legal education events.
- Supervising DNA's Hopi civil legal aid office staff and caseload (if requested).
- Perform other duties as assigned.

SALARY RANGE (depending on experience): \$68,250 to \$88,000. This position and this salary range are dependent on funds available to handle Tribal Court criminal cases.

WHAT TO SUBMIT: Employment Application (found at <https://dnalegalservices.org/career-opportunities-2/>), Resume, Cover Letter, Transcripts and Writing Sample (upon request).

HOW TO APPLY: Email: HResources@dnalegalservices.org | Direct: 928-871-4151 ext. 5631 or Cell: 928-245-4575 or Fax: 928-871-5036 (Faxed documents accepted).

Preference is given to qualified Navajo and other Native American applicants. DNA requires all applicants to be eligible to work within the United States. DNA will not sponsor visas unless otherwise noted on the position description.

ACKNOWLEDGEMENT: I have received this job description and I affirm that I meet the minimum qualifications and can perform the duties set forth.

Print Name

Signature

Date