



CALIFORNIA INDIAN LEGAL SERVICES

Escondido · Eureka · Bishop · Sacramento
Principal Office 117 J St., Ste 201, Sacramento, CA 95814
Telephone 916.978.0960 · Fax 916.400.4891 · www.calindian.org

Directing Attorney Position Available – Sacramento 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 Native Americans 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 community education across the state on various tribal community issues. CILS has four offices throughout California – Sacramento, Eureka, Bishop and Escondido.

Responsibilities and Duties:

CILS Directing Attorneys are responsible for the day-to-day operation of field offices. Directing Attorneys should have substantial knowledge of and experience with issues related to the client eligible Native American individuals, Tribes and groups that are in the service area for the program. A strong, demonstrated expertise in Federal Indian law and public interest law is preferred. The Directing Attorney's primary responsibility is to ensure the quantity and quality of the legal work and the effective, efficient representation of clients. The resulting responsibilities and duties include:

- Collaborate with Senior Staff Attorneys and the Legal 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 the Legal Director.
- Office management and administration responsibilities include supervision of all attorney and non-attorney staff; ensuring that program policies and priorities are implemented; preparing any reports that are requested by Legal Director or Director of Administration; and participation with the Legal Director and Director of Administration in field office hiring of attorney and non-attorney support staff.
- 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 Native American individuals throughout the service territory.
- The Directing Attorney will also carry an appropriately sized caseload concomitant with other duties and responsibilities that may be assigned by the Legal Director.
- The Sacramento Directing Attorney will have the opportunity to work under the direction of the Executive Director to establish a State Capitol and Executive Branch presence for the entire organization. This includes community education presentations, relationship building, legislative efforts, bill analysis, engagement in board committees and more. Specific benchmarks will be identified in strategic plan which is currently being developed.

Qualifications:

- 1) Must have a J.D. degree;
- 2) Be a licensed attorney admitted in and in good standing with the California Bar or eligible for admittance;
- 3) Minimum of five years of experience of law with low-income Indians, substantial experience in Federal Indian law or significant legal services practice. Equivalent general practice may be acceptable;
- 4) Substantial experience and knowledge of civil litigation;
- 5) Prior management and supervisory experience preferred;
- 6) A commitment to high quality legal services for Indian people.

Salary:

Competitive based on experience. Full family/partner medical, vision and dental benefits, AD&D, short and long-term disability insurances, life insurance, Section 125 Flexible Spending Account, generous leave policies, and potential for annual performance incentive.

Application Procedure:

Please submit letter of interest, resume, two writing samples and three professional references to Leann Ferry, Director of Administration, California Indian Legal Services, 117 J St., Ste 201, Sacramento, CA 95814. E-mail [hiring@calindian.org](mailto: hiring@calindian.org). Applications will be accepted until the position is filled.

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