



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: General Counsel, Executive Legal Department
(Full Time – Contractual)

“Indian Preference applies in accordance with Ordinance #11-600-02”

Summary: *This position is responsible for providing legal counsel, guidance, and direction to the office of the Ogema and the Executive Branch of the Little River Band of Ottawa Indians Tribal Government.*

Employment Qualifications: *A qualified candidate offers the following:*

- *J.D. Degree from an ABA accredited law school; and*
- *seven (7) years experience with a major law firm or legal department; and*
- *demonstrative experience of Constitutional Law and Federal Indian Law practices; and*
- *admittance to practice in Michigan or other state bar (shall obtain Michigan Bar within one year of employment); and*
- *strong knowledge of litigation, employment and business law.*

Position Duties:

1. *Provides legal advice to the Ogema and Administration staff to include but not limited to: employment issues, business development and implementation issues, grant applications, financial investments and/or loan applications/implementation, health care and housing.*
2. *Monitors legal developments in the state and federal courts which impact Tribal sovereignty and Tribal operations, reporting developments to the Ogema.*
3. *Conducts legal research and prepares legal documents, including contracts, ordinances, regulations, and operating procedures.*
4. *Provides legal reviews of contracts and regulations for the Tribal Government.*
5. *Assists in the legal aspect of economic development activities for the Tribe, including but not limited to LLCs, partnerships and corporations.*
6. *Represents the Executive Branch of the Tribe on legal matters before various courts, administrative agencies, and in its relations with other governments.*
7. *Assures compliance of Executive Branch with requirements of the Tribal laws, ordinances, policies, grants and contracts.*
8. *Attends meetings of the Tribal Council, Tribal entities, and other meetings as directed by the Ogema.*
9. *Maintains confidentiality in all aspects of work and complies with all applicable laws and procedures.*
10. *Other duties related to subject matter of Legal Department as directed by the Ogema.*

Pay Level: 8; *Contractual – Compensation to be Negotiated; Exempt / Weekly Pay*

Application Instructions:

Please submit a resume, cover letter, and completed application to:

*LRBOI HR Department
375 River Street
Manistee, MI 49660
Fax: (231) 398-9101
Email: agiltz@lrboi.com
www.lrboi.com*

Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, and successfully completing a 90-day introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

For the complete job description or further information, please contact the LRBOI HR Department.

Posted 12-15-11
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