

POSITION DESCRIPTION
Staff Attorney



Nottawaseppi Huron Band of the Potawatomi

A Federally Recognized Tribal Government

The NHBP is a federally recognized Indian Tribe. Our role as an Indian employer (and the role of each employee working for the NHBP) is to provide preference criteria which creates employment opportunities and paths for promotions and learning to increase management opportunities for qualified applicants and/or qualified employees who are Tribal members, parents or spouses of Tribal members, and other Native American Indians of Federally recognized Tribes. All employees are required to support this role by participating in job duties that identify knowledge and define skill gaps, assist with training/development programs, and contribute to tribal activities that encourage career advancement for Indians.

POSITION SUMMARY

Under the direction of the General Counsel and the Tribal Council, the Staff Attorney provides legal advice to the Tribal Council and various programs being operated under the authority of the Tribal Council. Represents the Nottawaseppi Huron Band of the Potawatomi in court actions in Tribal, State and Federal court proceedings. Reviews and prepares legal documents, advises client constituents within the Tribal government as to legal rights, and practices other phases of law by performing the following duties.

ESSENTIAL DUTIES

The Nottawaseppi Huron Band of the Potawatomi reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and positions titles as it deems necessary to meet the needs of the government.

- Attend meetings of the Tribal Council, Committees, regulatory board/commissions and Membership meetings as requested. Researches and drafts resolutions, Tribal laws, regulations, and policies for Tribal Council approval.
- Provides timely legal advice/counsel to, and draft legal opinions for, the Tribal Council and other subdivisions and instrumentalities of the Tribal government on a broad range of legal issues.
- Prepares legal memoranda and conducts legal research as directed.
- Develops and implements policies and procedures. Works with Department Leaders to create policies/procedures and compose resolutions for Tribal Council.
- Establishes and maintains necessary professional relationships with Team Members, Tribal Members, Tribal Management and other Tribal Government Employers.
- Research legal questions as requested or presented by the Tribal Council or other Tribal government entities.
- Represents NHBP in Tribal court, and before quasi-judicial or administrative agencies of government.
- Interprets laws, rulings, and regulations for the Tribal Council and other Tribal government entities.

- Under the supervision and direction of the General Counsel, advises NHBP concerning transactions of business involving internal affairs, Tribal Council, officers of NHBP and Tribal relations with general public.
- Manages delivery of Legal Services as defined by General Counsel to ensure services are provided in a timely manner by appropriate personnel consistent with NHBP business needs.
- Maintains current, accurate and complete records as required by federal, state and all regulatory agencies.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

MINIMUM QUALIFICATIONS

Required Qualifications: An individual must be able to demonstrate the ability to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must meet the minimum qualifications.

- Juris doctor degree (J.D.) from accredited law school.
- Currently admitted to the practice of law in the State of Michigan, or must become admitted to practice in the State of Michigan within 1 year from date of hire.
- Member in good standing of the State Bar of Michigan and must not have had his/her license or admission to practice suspended or revoked in any state or tribal jurisdiction.
- Admitted to practice law for at least 3 years with demonstrated broad-based legal experience providing legal counsel and assistance to organizational clients.
- At least 2 years demonstrated successful experience practicing law in a Tribal governmental environment.
- Knowledge of and experience with tribal, local, state government, and federal laws pertaining to Indian tribes and with legal principles defining jurisdiction of Indian tribes.
- Demonstrated experience drafting laws and policies specific to Indian Tribal governments, organizations and Reservations.
- Must maintain a valid driver's license with good driving record; GSA certifiable.
- Must be able to travel between tribal facilities and outside the state for meetings, trainings and conferences.
- Must be able to successfully complete and pass a comprehensive background investigation and drug screening. Never been convicted of any felony or misdemeanor crime involving theft, fraud or dishonesty.
- Demonstrated experience working on complex legal projects with little or no direct supervision.
- Ability to comprehend and abide by Tribal, federal and other relevant environmental regulations/codes.
- Ability to work well independently and with team members and other staff in a team-oriented environment.
- A willingness to initiate contacts with new people.
- Ability to maintain strict confidentiality.

- Must be able to adjust schedule as needed or required.
- Have the ability to use discretion and problem solving methods in the course of conflict management.
- Ability to organize and maintain electronic and physical files.
- Ability to read and interpret documents.
- Excellent verbal and written communication skills.
- Capable of multi-tasking in a fast-paced environment with capacity to change priorities quickly.
- Proficient in general computer skills and applications, including Microsoft Office suite.
- Ability to efficiently organize and present information in individual and group settings.
- Must be able to work flexible hours, including evenings and weekends, when necessary or as directed.

PREFERRED QUALIFICATIONS

- Familiarity with Native American community, culture and special needs.

SECURITY SENSITIVE

This position may contain information that is security sensitive and thereby subject to additional provisions. All information obtained will be protected under IHS/HIPAA policy rules and regulations.

PREFERENCE

"Indian preference will be applied in accordance with the NHBP Indian Preference in Employment Code."

OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical surroundings are a general office environment. Requires mobility, frequent walking, standing, and carrying of light items of up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk and talk or hear. The employee is required to use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually very quiet.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a

positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget.

Ethics - Treats people with respect; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.