

# TRIBAL ATTORNEY

One (1) full-time, exempt position. Contracted.

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Undergraduate and Graduate transcripts
- ☐ Three (3) samples of legal writings
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
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**Distribution Date:** September 13, 2012

**Closing Date:** OPEN UNTIL FILLED

## **POSITION ANNOUNCEMENT**

**POSITION:** Tribal Attorney

**LOCATION:** Keweenaw Bay Indian Community Tribal Center  
Baraga, Michigan

**SUPERVISORY CONTROL:** Tribal President

**SALARY:** Negotiable – Dependent on work experience

### **QUALIFICATIONS:**

- Juris Doctor from an accredited Law School
- Must be a member in good standing of the State Bar of Michigan, or commitment to secure membership.
- Eligible for admission to practice before the Federal Bar, or commitment to secure such eligibility.
- General knowledge of law with emphasis on applicable current case law, statutes and regulations relating to Indian tribes. Knowledge of and experience with the operation of court systems. Individuals with experience in Indian law and litigation desired.
- Excellent oral and written communication skills, must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get a project completed.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to Veterans (need DD214).

### **DUTIES AND RESPONSIBILITIES:**

To serve as general in-house counsel for the Keweenaw Bay Tribal Council.

Provides legal advice and assistance to the Keweenaw Bay Tribal Council, tribal administrators, program and enterprise directors/managers.

Prepares legal documents.

Acts as agent of the Tribal Council in various transactions.

Provides counsel and representation on treaty right issues: hunting, fishing, trapping and gathering, taxation, environment, and civil regulations.

Represents Tribal Council in court and before quasi-judicial or administrative agencies.

Provides legal counsel and representation on Indian Child Welfare matters.

Maintains and revises the Tribal Code. Drafts, reviews, revises and acts as consultant in regard to tribal legal codes and legislation.

Reviews and assists in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws.

Supervises Legal Department clerical staff, and may act as Tribal Prosecutor (if appointed by Tribal Council).

Reviews all tribal contracts for legal sufficiency in conjunction with the tribes' Chief Financial Officer.

Represents the tribe in regard to land acquisition, including fee to trust applications.

Serves on advisory committees relative to economic and financial development, environmental concerns, employee benefits and employment policies.

Performs other related duties as directed by the Tribal Council and assigned by the Tribal President.

***This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.***

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