



The Sac & Fox Tribe of the Mississippi in Iowa is currently recruiting for an **Assistant Attorney General**.

The Assistant Attorney General of the Meskwaki Nation provides legal advice, representation, assistance and support to the Meskwaki Nation, its government, departments and enterprises.

The Assistant Attorney General, under the direction and supervision of the Attorney General, represents the Nation in all aspects of tribal government; including but not limited to, civil litigation, contracts, employment and human resources, gaming, Tribal Code development, application of federal laws relating to Tribal agencies and enterprises, federal-state jurisdictional issues, taxation issues, economic issues, tribal environmental and natural resource law, housing and land issues

JOB DESCRIPTION

JOB TITLE: Assistant Attorney General

DEPARTMENT: Legal

DUTIES AND RESPONSIBILITIES:

- Serves as legal advisor to Tribal Council, the Tribe's Gaming Enterprise and tribal government departments
- Conducts legal research and prepares matters for trial
- Represents the Tribe's interest in civil and criminal matters in tribal, state and federal court actions
- Assumes responsibility for matters assigned by Attorney General
- Drafts ordinances, code revisions, and resolutions
- Drafts and negotiates commercial and other contracts
- Prepares legal memoranda and opinions at the request of the Attorney General
- Attend any and all level of meetings, planning and strategy sessions, as necessary to support, defend or advance the Tribe's legal interests, as assigned and required, and may include travel

REQUIREMENTS:

- J.D. Degree from an ABA accredited law school and 3 years experience in pertinent areas of the law.
- Must be admitted to practice, and in good standing, in any state and eligible to be admitted in Meskwaki Tribal Court. Prefer admission in or ability to be admitted in Iowa Bar.
- Skill in legal research, writing and analysis.
- Knowledge of legal principles, practices and proceedings.
- Prior legal experience in areas of Indian housing, environmental issues, ICWA, employment law, Indian gaming, contracts, employment, taxation, jurisdictional issues, and economic development in Indian Country desirable.
- Must have litigation experience and familiarity with federal, state, and local court rules and procedures.
- Must be able to interpret and apply case law, codes, ordinances and administrative rules.
- Must be committed to concepts of tribal sovereignty, self-government and Indian self-determination.

SUPERVISION:

- Supervised by the Attorney General.

SALARY LEVEL:

- Annual Salary Range: Dependent upon qualifications (SF-Plus)

**Please submit your application/resume and salary expectations by July 19, 2013.
Native American preference applies.**

Please contact: Azadeh Tavakoli via email at director.hr@meskwaki-nsn.gov to submit a resume or fax to (641) 484-8478.

*Sac & Fox Tribe of the Mississippi in Iowa
349 Meskwaki Road
Tama, IA 52339*