



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

The Attorney General of the Meskwaki Nation provides legal advice, representation, assistance and support to the Meskwaki Nation, its government, departments and enterprises. The Attorney General represents the Nation in all aspects of tribal government, including but not limited to, commercial transactions, contracts, employment and human resources, law enforcement, gaming, application of federal laws relating to Tribal and Reservation agencies and enterprises (including Self-Determination Act and Tribally-Controlled Schools Act), federal-state jurisdictional issues, taxation issues, economic issues, hunting and fishing rights, tribal taxation, environmental and natural resource law and policy, housing and land issues, Indian Child Welfare Act and enrollment issues.

JOB DESCRIPTION

JOB TITLE: Attorney General

DEPARTMENT: Legal

DUTIES AND RESPONSIBILITIES:

- Serve as legal advisor to Tribal Council, tribal government departments, and economic enterprises.
- Represent the Tribe in tribal, state and federal court actions.
- Supervise all Tribal legal matters, including projects assigned to Special Counsel.
- Drafts ordinances, code revisions, resolutions, and legal opinions and conduct legal research.
- Draft, review and recommend changes to all proposed contracts.
- Supervise legal department staff and maintain budget.
- Establish and maintain effective and cooperative working relationships with other departments of the Tribe, state and federal officials, departments, and agencies.
- Other duties as assigned or required.

REQUIREMENTS:

- J.D. Degree from an ABA accredited law school and 5 years experience in Federal Indian Law and State law, with experience in I.H.S. and B.I.A policy.
- Must be admitted to practice in any state and eligible to be admitted in Meskwaki Tribal Court. Prefer admission in or ability to be admitted in Iowa Bar.
- Ability to competently handle wide range of complex transactional and litigation matters.
- 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.
- 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 Tribal Council

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*