



**JOB NUMBER: LGL-11-002**

**JOB TITLE: Staff Attorney**

**Supervisor: Chief Legal Counsel**

**Status: Exempt**

**Salary: Grade 10**

## POSITION SUMMARY

Under the direction of the Chief Legal 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 FUNCTIONS

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.

1. 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.
2. 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.
3. Prepares legal memoranda and conducts legal research as directed.
4. Develops and implements policies and procedures. Works with Department Leaders to create policies/procedures and compose resolutions for Tribal Council.
5. Establishes and maintains necessary professional relationships with Team Members, Tribal Members, Tribal Management and other Tribal Government Employers.
6. Research legal questions as requested or presented by the Tribal Council or other Tribal government entities.
7. Represents NHBP in Tribal court, and before quasi-judicial or administrative agencies of government.
8. Interprets laws, rulings, and regulations for the Tribal Council and other Tribal government entities.

9. Under the supervision and direction of the Chief Legal Counsel, advises NHBP concerning transactions of business involving internal affairs, Tribal Council, officers of NHBP and Tribal relations with general public.
10. 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.
11. 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.

1. Juris doctor degree (J.D.) from accredited law school.
2. 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.
3. 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.
4. Admitted to practice law for at least 3 years or admitted to practice law for at least 1 year combined with not less than 5 years' experience as para-legal or legal assistant with demonstrated broad-based legal experience providing legal counsel and assistance to organizational clients.
5. At least 2 years demonstrated successful experience practicing law or as para-legal/legal assistant in a Tribal governmental environment.
6. 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.
7. Demonstrated experience drafting laws and policies specific to Indian Tribal governments, organizations and Reservations.
8. Must maintain a valid driver's license with good driving record.
9. Must be able to travel between tribal facilities and outside the state for meetings, trainings and conferences.
10. 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.
11. Demonstrated experience working on complex legal projects with little or no direct supervision.

12. Ability to comprehend and abide by Tribal, federal and other relevant environmental regulations/codes.
13. Ability to work well independently and with team members and other staff in a team-oriented environment.
14. A willingness to initiate contacts with new people.
15. Ability to maintain strict confidentiality.
16. Must be able to adjust schedule as needed or required.
17. Have the ability to use discretion and problem solving methods in the course of conflict management.
18. Ability to organize and maintain electronic and physical files.
19. Ability to read and interpret documents.
20. Excellent verbal and written communication skills.
21. Capable of multi-tasking in a fast-paced environment with capacity to change priorities quickly.
22. Proficient in general computer skills and applications, including Microsoft Office suite.
23. Ability to efficiently organize and present information in individual and group settings.
24. 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.

*NHBP Government Records Certified Copy  
True Certified Copy Shall Be Embossed  
Signed by \_\_\_\_\_  
Date 09/29/13*

## INDIAN PREFERENCE

Indian preference will be applied in accordance with the NHBP Indian Preference in Employment Code which requires that preference in employment be afforded to NHBP members, spouse/parents of NHBP members and Native Americans who meet the minimum qualifications and can perform the essential duties and responsibilities for the position.

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### CERTIFICATION

The *Staff Attorney* job description was reviewed and approved by the *Chief Legal Council*. The job description as provided above is the final version presented for approval by Tribal Council on *August 26, 2013*, at the Directors meeting.



8/28/13

William Brooks, Chief Legal Council - NHBP

Date

### Job Description History

Effective Date	Policy Owner	Next Review Date	Revision Dates
11-17-2011	LGL		