



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Staff Attorney I Indian Child Welfare (ICW)
Office of the Reservation Attorney (ORA)

OPEN: September 16, 2014

EXEMPT: Yes

SALARY: \$33.18 to \$37.16 per hour DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: October 3, 2014

JOB CODE:

DIVISION: Tribal Prosecutor

DEPARTMENT: ORA

SUPERVISOR: Reservation Attorney

VACANCIES: 1

JOB SUMMARY: The Staff Attorney I (ICW) works within the Office of the Reservation Attorney. Duties include representing the Nation in proceedings involving Lummi children and youth, prosecution of juvenile criminal violations and civil infractions, and other staff attorney duties as assigned. Job performance of the staff attorney is evaluated by the Reservation Attorney or her designee.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Represent the Lummi Nation in tribal, federal, and state forums on matters relating to Lummi children and youth, including juvenile delinquency, dependency, truancy, and Indian Child Welfare cases.
2. Participate as team member of Juvenile Justice Team; attend meetings of CPT team, Tribal Schools, and health and social service providers regarding dependency, delinquency, youth at risk, and truancy cases as needed/requested.
3. Represent the Nation in Tribal Court and Court of Appeals on criminal offenses; civil traffic; environmental and natural resource violations; and civil forfeiture and exclusion proceeding periodically.
4. Represent the Nation as Prosecutor in juvenile cases and other matters as requested and/or assigned, including judicial and administrative proceedings.
5. Assist in grant writing to develop funding for matters involving children and youth.
6. Assist in development of new and amended codes working with staff, commissions, LIBC, and General Council as required.
7. Complete legal research and writing necessary for the preparation of complaints, petitions, motions, pleadings, and other court documents, and follow up on all assigned cases.
8. Maintain case and research files according to office systems and follow general office procedures.
9. Continue professional development, including continuing legal education and/or training in the areas of Indian law, or other issues relevant to job duties.

MINIMUM QUALIFICATIONS:

- Graduate of accredited law school and member in good standing of the Washington State Bar Association or willing to take Washington bar exam at earliest opportunity.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Good working knowledge of tribal, federal, and state laws pertaining to Indians is desired.
- Code and regulation writing experience preferred.
- Must have excellent legal research, writing and oral communication skills.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Ability to establish and maintain effective working relationships with Tribal officials, supervisor, fellow employees, Tribal members and the general public.
- Working knowledge and understanding of the Indian community and its people, including traditions and customs is preferred.

REQUIREMENTS:

- Must be dependable, trustworthy, maintain confidentiality and be able to work flexible hours.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) Application: go to: <http://goo.gl/Bu5Vuv> . For more information contact the HR front desk (360) 312-2023. Please submit an LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.