

POSITION DESCRIPTION

POSITION: Staff Attorney

LOCATION: S/M Community

SALARY: \$40,000 - \$60,000 DOE

Reports to: General Counsel

POSTING DATE:4-6-16

CLOSING DATE: 4-19-16

PAYGRADE:

Exempt

The Stockbridge-Munsee Community is seeking a tribal staff attorney. This attorney will provide a wide range of legal services for the Community with an emphasis on contract drafting and contract review for tribal government departments and tribal business entities and legal research. The position will be located on the Stockbridge-Munsee Reservation near Bowler, Wisconsin.

STANDARD DUTIES:

1. Advise and represent the Tribal Government, Tribal Administration, Tribal Programs and Tribal Businesses in dealings with federal, state and local governments and agencies.
2. Provide contract review and drafting, special projects, and legal research.
3. Must maintain an acceptable departmental attendance record.
4. Must be reliable and prompt when reporting to work.
5. Must attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
6. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
7. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
8. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

MINIMUM QUALIFICATIONS REQUIRED:

1. Must be a graduate of an A.B.A approved Law School.
2. Must be licensed to practice law in Wisconsin or licensed in another state and eligible for Wisconsin admission within six (6) months.
3. Strong organizational and communication skills.
4. Ability to work constructively with others, good judgment, and ability to learn quickly.
5. Ability to work independently and under pressure required.
6. Must be willing to attend all applicable training.
7. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
8. Must be eligible for coverage under the employer's liability insurance.

9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
10. Must be able to meet physical requirements of position.
11. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
12. Must abide by departmental and organizational safety, testing, and professional dress guidelines.

PREFERRED QUALIFICATIONS:

1. Experience or knowledge in the areas of Federal Indian Law and contract law are preferred.
2. Gaming Industry experience preferred.

PHYSICAL WORK REQUIREMENTS/WORK ENVIRONMENT

1. Frequently stand; use hands/arms.
2. Occasionally sit, stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
3. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
4. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.

SUBMIT APPLICATION AND WRITING SAMPLE TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised: 10-8-2008

Tribal Council Approved: 04-05-16

Apply online at:

www.mohican-nsn.gov