

Job Announcement

Position Title: Band Legal Services Director
Location: Band Member Legal Services
Reports to: Solicitor General (Administrative)
Opening Date: June 6, 2016
Closing Date: June 20, 2016

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.*****

*****Mille Lacs Band Member/American Indian preference applies*****

SUMMARY:

Manages the Mille Lacs Band Legal Services. The office, as part of the Mille Lacs Band's Department of Justice, provides legal representation to qualifying Mille Lacs Band members in criminal and civil matters venued in tribal and state court. Oversees approximately four staff attorneys, a paralegal, two administrative assistants, and the court liaison subdivision, presenting consisting of four employees.

QUALIFICATIONS:

- Graduate from an American Bar Association approved law school with a Juris Doctor (J.D.) degree.
- Member in good standing with the State Bar of Minnesota, if presently licensed within the jurisdiction.
- Member in good standing with the United States District Court for the District of Minnesota, if presently licensed within the jurisdiction.
- Must possess a license to practice law in the State of Minnesota, and therefore must present either the above-referenced Certificate of Good Standing or a copy of a completed and pending Application for Admission to the Bar of Minnesota.
- Eligible to be licensed by the Mille Lacs Band of Ojibwe.
- Experience in criminal defense and civil representation preferred.
- Extensive knowledge of Federal Indian Law preferred.
- At least five (5) to seven (7) years of progressively responsible experience managing other attorneys preferred.
- Ability to work well with Indian and non-Indian people.
- Unblemished background record.
- Demonstrated ability to work well without close supervision and to assume immediate responsibility for a heavy caseload.
- Must have a valid driver's license and be insurable under the Band's auto insurance policy.
- Must pass a pre-employment drug & alcohol test.

DUTIES AND RESPONSIBILITIES:

- Manage a staff of approximately eleven employees with the intent of effectively providing legal services to Mille Lacs Band members.
- Represent Mille Lacs Band members a) charged with felonies, gross misdemeanors, or misdemeanors; b) appealing a conviction of a felony or gross misdemeanor; c) pursuing post-conviction relief in conjunction with a felony or gross misdemeanor; d) defending against a revocation of a stay of imposition or execution of a sentence; and, e) appearing as defendants in juvenile court.
- Represent Mille Lacs Band members in areas such as: education, especially when involving race discrimination; housing; public benefit programs; family law, including domestic violence, dissolution of marriage, and child custody; preservation of income; wills; Indian Child Welfare Act; vehicle forfeitures; foster care payment denials; child support cases; conciliation court complaints regardless of amount; and harassment cases other than orders for protection.

- Also provide representation in administrative appeals or other legal proceedings, including, but not limited to, matters involving eligibility for Band public housing, other housing matters involving the Band Housing Department, or public assistance administered by the Band, and to pursue legal remedies necessary to enforce decisions made in such proceedings.
- Provide outreach and community legal education. Community education efforts shall include the preparation of fact data and newspaper columns made available for reproduction in Band publications. High priority shall be given to providing outreach, education, and representation to Band elders.
- All other duties as assigned.

WORKING CONDITIONS:

- Nature of duties and responsibilities capable of sustaining periods of moderate to high levels of stress from workload, nature of work, or nature of interactions with others, both inside and outside of the Band.
- Work is almost exclusively indoors in a controlled climate area.
- Moderate threat of personal danger or risk.
- Hours are typically 8:00-5:00, but extra hours may be necessary to meet deadlines and maintain workload. May involve some evening or weekend working.
- Local travel is required; limited travel outside the state is also required.

Submit resume, cover letter, and employment application to:

**Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com**