

Vacancy Announcement #16-118

Position: In-House Counsel
(Exempt)

Salary: Grade Level 0/0
(\$ 70,000 per annum)

Program: Executive Directors Office

Location: Pine Ridge, So. Dak.

Opening Date: July 21, 2016

Closing Date: August 3, 2016

General Description of Duties:

The In-House Counsel provides primary legal support to the Executive Director regarding programs of the Oglala Sioux Tribe. The primary objective of the In-House Counsel is to provide assistance to the Executive Director to ensure these programs operate within the law at all times. The In-House Counsel will provide legal opinion and expertise in relation to administrative law and policy. The In-House Counsel reports directly to the Executive Director.

Specific Duties:

1. Provide legal advice; assist in conducting orientation for incoming Tribal Council officials
2. Conduct training for tribal programs as needed.
3. Accompany the Executive Director to meetings as assigned.
4. Provide general support to the Oglala Sioux Tribe governmental and its entities.
5. Assist in the preparation of legal briefs as assigned by the Executive Director.
6. Provide legal support for negotiating Tribal agreements with federal, state and county governments
7. Represent the Oglala Sioux Tribe on outside tasks forces, commissions and other bodies as assigned.
8. Assist in working with the Tribal Secretary's Office an Archives Department to integrate changes in Tribal law.
9. Provide mediation of disputes as assigned.
10. Prepare legal briefs as assigned by the Executive Director.
11. Assist in negotiating Tribal agreements with federal, state and county governments regarding the provision of services and/or regulations.

12. Recommend and draft new Ordinances and/or changes to Tribal law.
13. Provide mediation of disputes as assigned.
14. Work independently and in cooperation with many entities.
15. Represent the Executive Director and Tribal Program Directors in administrative hearings.
16. Other related duties as assigned by the Executive Director.

Requirements and Knowledge:

1. Sitting and/or standing for long periods, long work hours, including some evenings and weekends and frequent travel.

Qualifications:

1. Must have a Juris Doctorate (J.D.) Degree with coursework in Indian Law from an ABA accredited law school, be licensed in any state; and be able to become licensed in South Dakota within one (1) year of employment with the Oglala Sioux Tribe.
2. Must have a minimum of three (3) years of professional legal experience in Tribal practice.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.