

## **Hannahville Indian Community**

N14911 Hannahville B-1 Road

Wilson, MI 49896

**Associate General Counsel:** The Hannahville Indian Community is accepting applications for the position of Assistant General Counsel. Applications will be accepted until the position is filled.

**Summary:** The Associate General Counsel will work in the Legal Department under the direct supervision of General Counsel to the Hannahville Indian Community to provide legal services, representation and advice on legal issues relating to tribal government and all agencies and enterprises of the Hannahville Indian Community.

**Essential Duties and Responsibilities:** As directed by General Counsel:

- Acts as assistant general counsel to chief executive officers, Tribal Council, tribal agencies, boards, and enterprises to ensure compliance with applicable laws.
  - Drafts, reviews, revises and acts as consultant in regard to tribal legal codes and legislation.
  - Reviews and assists in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws.
  - Serves as advisor to Commercial Enterprise Oversight Board.
  - Represents Tribe in state, federal and tribal courts including actions involving state court actions for child neglect and abuse, and guardianships pursuant to the Indian Child Welfare Act and the Indian Family Preservation Act.
  - Provides legal counsel to all government programs and enterprises.
  - Reviews all tribal contracts for legal sufficiency in conjunction with tribal co-counsel.
  - Represents the tribe in regard to land acquisition including fee to trust applications.
  - Serves on advisory committees relative to economic and financial development, environmental concerns, employee benefits and employment policies.
  - Provides legal services to gaming enterprise on selected matters and upon specific request.
- Assists individual tribal members in their location of legal counsel, as other duties permit.

### **Qualifications:**

Education: Juris Doctor from ABA accredited law school.

Credentials: Must be a member in good standing of the State Bar of Michigan, and eligible for admission to practice before the Federal Bar.

Experience: Documented 5-7 years post-law school experience required. Strong preference for attorney experienced in working with Indian tribes.

Knowledge: General knowledge of law with emphasis on applicable current case law, statutes and regulations relating to Indian tribes. Knowledge of and experience with the operation of court systems.

Skills and Abilities: Must have good written and verbal communication skills and the ability to be tactful in controversial situations. Thorough knowledge of and commitment to professional

ethics standards. Must have proficiency in legal research, broad knowledge of legal resources and good electronic and library research skills.

**Compensation:** Negotiable. An offer of employment within tribally approved ranges will be made depending upon verified qualifications.

**Hiring Preference:** Indian preference. Prior to hire, applicants must submit to drug and alcohol screening and pre-employment background investigation. After hire, employees are subject to random drug and alcohol testing.

**Application Instructions:** Go to [Hannahville.net](http://Hannahville.net) website, “Employment”, obtain and fill out “Hannahville Indian Community Application for Employment” and submit, together with current resume and a writing sample, to: Connee Sagataw, Community Human resources Director, at address given above, or by email to: [connees@hannahville.org](mailto:connees@hannahville.org).