

Kickapoo Traditional Tribe of Texas

2212 Rosita Valley Rd
Eagle Pass, TX 78852
Tel# 830-773-2105 Fax # 830-758-0325



JOB DESCRIPTION

JOB TITLE: Staff Attorney
CLASSIFICATION: Full Time Regular
DEPARTMENT: Legal
REPORTS TO: **GENERAL COUNSEL**
OVERTIME: Exempt
BACKGROUND CHECK: Criminal History (based upon personal identifying information).

DUTIES AND RESPONSIBILITIES

Work with Native American individuals, families, organizations and Tribal governments in all areas of Federal Indian Law, including but not limited to, advising on issues involving jurisdiction, estate planning, trust assets, tribal governance, employment, and the Indian Child Welfare Act. May represent clients in court or before quasi-judicial or administrative agencies of government.

ESSENTIAL FUNCTIONS

An individual must be able to successfully perform each the essential functions of this position listed below with or without reasonable accommodation.

Research matters affecting the legal rights and interests of the Tribal government.

Advise concerning the Tribe's legal rights and interests and develop strategies to promote and protect those interests.

Litigate on behalf of the Tribe before tribal, federal, and state courts and administrative agencies.

Draft legislation (for tribal, federal, state and local legislative bodies) promoting and defending the legal rights and interests of the Tribal government, Tribal members and the reservation community.

Draft and review legal agreements that promote and protect the legal rights and interests of the Tribal government.

Negotiate settlements and agreements on behalf of the Tribal government.

Lobby on behalf of the Tribal government before the executive officials, legislative bodies and administrative bodies of tribal, federal, state and local governments.

Conduct public relations promoting and defending the Tribal government's legal rights and interests.

Abide by the disciplinary rules and other requirements of the bar associations of which the attorney is a member, as well as any disciplinary rules adopted by the Tribe to govern attorney practice on the reservation. Maintain a high level of professionalism and ethics at all times.

Comply with Tribal laws and administrative policies.

Be able to work on multiple projects while remaining organized and meeting deadlines.

Work effectively with a wide variety of non-legal staff and policy makers.

Handle demanding, angry or upset people in a professional manner.

SECONDARY FUNCTIONS

Perform such other tasks as may be assigned from time to time by supervisor.

COMPETENCIES

An individual must be proficient in each of the competencies listed below to successfully perform the responsibilities of this position.

Demonstrated proficiency in supervising and motivating subordinates.

Commitment to excellence and high standards.

Excellent written and oral communication skills.

Excellent presentation skills.

Basic competence in subordinates' duties and tasks.

Strong organizational, problem-solving, and analytical skills.

Ability to manage priorities and workflow.

Mathematics: Ability to perform simple arithmetic for time-keeping and other calculations.

Ability to understand, provide and follow written and verbal direction.

Attention to detail and accuracy.

Ability to manage and maintain security of confidential data and information.

Ability to exercise independent and sound judgment.

Cultural awareness of and sensitivity to Kickapoo traditions, religious beliefs and way of life.

PHYSICAL ACTIVITIES

The following physical activities are necessary to perform one or more essential functions of this position.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls.

The employee frequently is required to reach with hands and arms.

The employee occasionally is required to stand, walk, stoop, kneel, crouch or crawl.

The employee occasionally must lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

The employee must be able to communicate effectively in person or using telecommunications equipment.

The employee must have the hand-eye coordination and manual dexterity to operate a keyboard, touch-screen display, telephone and calculator.

The employee must have a normal range of hearing and be able to talk.

WORK ENVIRONMENT

Lighted, ventilated and temperature controlled office environment.

The work environment can occasionally be stressful where deadlines are involved.

AVAILABILITY

An individual must have the following job availability to perform one or more essential functions of this position.

Location: KTTT Government Building 2212 Rosita Valley Rd. Eagle Pass, TX 78852.

Usual Work Hours: 8:00AM – 5:00PM Monday – Friday.

Flexibility: The employee may need to work nights, weekends, holidays and/or extended hours if required.

TRAVEL

Traveling may be necessary to perform one or more essential functions of this position.

Travel long distances by car or plane as required.

ENTRY CRITERIA

MINIMUM QUALIFICATIONS

Must have a Juris Doctor (JD) or equivalent law degree from an accredited institution and be licensed to practice law in the state.

Three to five years related experience or equivalent.

Must possess access to reliable transportation to commute to and from work.

PREFERRED QUALIFICATIONS

Native American preference is observed.

18 years or older.

DISCLAIMERS

Employment in this position is at-will, which means that employment may be terminated at any time by the employer or employee without cause or notice.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Print Name

Date

Employee Signature