

LITTLE RIVER BAND OF OTTAWA INDIANS

TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Tribal Staff Attorney
DEPARTMENT: Unified Legal Department
SUPERVISOR: Tribal Managing Attorney
PAY LEVEL: E8
RANGE: Contractual
BACKGROUND CHECK: Extensive
STATUS: Exempt – Bi-weekly Pay
PREPARED DATE: October 10, 2017
TRIBAL COUNCIL APPROVAL DATE: #15-0506-148

“Indian Preference is applicable in accordance with Ordinance #15-600-02”

SUMMARY

The Tribal Staff Attorney is a member of the Tribe’s unified Legal Department. The principal duty of the Tribal Staff attorney is to provide in-house legal services to the Tribe. The duties and obligations of the Tribal Staff Attorney re primarily governed by the Unified Legal d Department Act of 2015 (“Act”).

EMPLOYMENT QUALIFICATIONS

A qualified candidate offers the following:

- J. D. Degree from an ABA accredited law school; and
- One or more years of law practice experience with a law firm, legal department, non-profit, or legal services organization; and
- a working knowledge of Federal Indian Law; and
- a current license to practice law in any U.S. state.

DUTIES AND RESPONSIBILITIES

1. Providing legal advice and counsel to the Tribe, and to its representative branches, commissions, departments, businesses, officers, and employees of the Tribe, at the request of persons authorized to make such requests under the Act.
2. Representing the Tribe and individual branches, commissions, departments, businesses, officers, and employees of the Tribe before courts, administrative agencies, Inter-Tribal organizations, Federal and State entities, outside consultants, and other judicial or quasi-judicial entities, including the drafting of all court pleadings.
3. Conducting legal research and preparing legal documents, including contracts, ordinances, by-laws, regulations, resolutions, policies, and procedures for the Tribe.
4. Preparing internal legal opinions for the tribe, and providing second opinions on legal issues consistent with the Act.
5. Drafting, revising, and reviewing contracts.
6. Oversight of all outside counsel retained by the Tribe.
7. Attending meetings of the Tribal Council, Office of the Ogema, and other entities of the Tribe as required.
8. Developing and maintaining expertise in specific subject matter areas assigned to the Tribal Staff Attorney consistent with the Act.
9. Responsible for management and organization of all legal files and legal records.

10. Other additional duties and responsibilities as assigned consistent with the Act, or other ordinance or resolution of the Tribal Council.
11. Responsible for management and organization of all legal files and legal records

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will possess and demonstrate strong verbal and written communication skills, strong organizational skills, strong project management skills, strong presentation skills, strong legal research and reasoning skills, excellent judgement and critical thinking skills, strong interpersonal and teamwork skills, and unwavering attention to detail and accuracy, the ability to work cooperative with other Tribal employees, the ability to work independently, the ability to manage multiple tasks and assignments at once, and a strong commitment to confidentiality.

SUPERVISION AND SUPERVISORY RESPONSIBILITIES

This position shall be supervised on a day to day basis, and assigned to one or more subject matter areas by the Tribal Managing Attorney or Ogema and Tribal Council Speaker, if no Tribal Managing Attorney. The Tribal Staff Attorney shall have direct and ultimate responsibility for the completion, timeliness, and quality of the legal services to which he or she is assigned.

Formal performance reviews and discipline of the Tribal Staff Attorney shall be the responsibility of a committee consisting of the Tribal Council Speaker, Tribal Ogema, and the Tribal Managing Attorney.

The duties of this position include oversight and supervision of outside counsel retained by the Tribe. In addition, the Tribal Staff Attorney will be expected to work with and provide direction to, Legal Department Staff, including legal assistants.

TRIBE AS A CLIENT

As set forth in the Act, the sole client of the Tribal Staff Attorney is the Tribe as a whole and not any individual branch of the Tribe's government or any individual commission, department, business, officer, or employee of the Tribe. Legal services may be requested of the Tribal Staff Attorney by individual branches, commissions, departments, businesses, officers, and employees of the Tribe, to the extent those requests are consistent with the Act, but such requesting entities and individuals are merely representatives of the Tribe, and are therefore merely representatives of the Tribal Staff Attorney's true client.

PHYSICAL DEMANDS

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and computers. An employee will need normal, or corrected to normal range of sight and hearing, whether or not corrected.

WORKING ENVIRONMENT

Work is performed in a climate controlled office environment. The Tribal Staff Attorney's work load and schedule will vary according to business need, and will not infrequently require more than 40 hours of work per week, including weekend and evening work. Attendance at meetings, trainings, and court or administrative proceedings will require occasional day an overnight travel. The Tribal Staff Attorney must have dependable transportation available to him or her at all times and without notice.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The job description outlines the nature, duties, obligations, responsibilities and conditions of employment as a Tribal Staff attorney, but it is not, and not intended to be, an exhaustive list or description. The duties, obligations, and responsibilities of the Tribal Staff Attorney may be changed from time to time, in an interim or permanent basis, as the needs of the Tribe’s Legal Department may require.

Conditions of employment with the Tribe include passing a pre-employment drug test and background investigation.

Employee Acknowledgement and Acceptance: _____
Employee Name and Date

Approval Signatures and Date

Department Director: _____

Director of Human Resources: _____

Ogema: _____