



Ho-Chunk Nation

Job Description



TITLE: Tribal Counsel		JOB CODE: TRIC
Government		EEO: 2
Exempt	Flex	PAY GRADE: 46
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The Tribal Counsel performs a wide variety of legal work representing the Nation as a government, its departments, boards, and commissions. The Tribal Counsel will prepare pleadings for hearings and other legal proceedings; perform legal research; provide courtroom representation; advocate for federal, state, and tribal statutory, regulatory, and policy changes that provide the best protections for the Nation; and other duties as assigned.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Represent Ho-Chunk Nation interest, in all court of jurisdictions as requested by the Attorney General on a weekly basis.
2. Provide interpretation on all matters concerning the Ho-Chunk Nation on a weekly basis.
3. Represent the Ho-Chunk Nation in court on a weekly basis.
4. Review all business contracts, leases and other legal documents on behalf of the Ho-Chunk Nation on a weekly basis.
5. Coordinate with peers to issue opinions on a weekly basis.
6. Maintain and continue to pursue educational and professional training relevant to employment on a monthly basis.
7. Provide weekly advice and recommendations to assigned Ho-Chunk Nation Client.
8. Review and establish title opinions for land acquisitions, leases and rentals weekly.
9. Provide daily interpretations and work to develop and implement Ho-Chunk Nation Laws.
10. Develop and review Ho-Chunk Nation reports, agreements and contracts as required on a minimum of a monthly basis.
11. Provide daily general counsel, protecting Ho-Chunk Nation government interests.
12. Serve on ad hoc committees and negotiation team as assigned by the Attorney General on a monthly basis.
13. Must daily zealously represent the interests of the client without compromising the integrity of the profession.
14. Perform other daily duties as assigned by supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Defends sovereignty
Supervisory Accountability	None
Organizational Accountability	Manage Cases



Financial Accountability	None
Customer Accountability	Interacts with officials and executives, interacts with outside counsel, interacts with clients
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must possess a law degree.

ESSENTIAL:

1. Must be of legal age and never been convicted of a felony, unless pardoned.
2. Must be eligible to practice law or licensed to practice law in the Ho-Chunk Nation Court, the Courts of the State of Wisconsin and Federal District Court.
3. Member of the Wisconsin State Bar or eligible for admission within 9 months of employment.
4. Valid driver's license, dependable transportation, and proper insurance.

EXPERIENCE:

1. Licensed or eligible to practice law in Federal jurisdiction, federal court experience desirable.
2. Minimum of five (5) years of experience.
3. Litigation and advocacy experience.
4. Must become and maintain membership in the Ho-Chunk Nation Bar Association.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of all relevant aspects of tribal law, federal law and Wisconsin law.
2. Respect for the culture and traditions of the Ho-Chunk Nation.
3. Ability to communicate and provide verbal feedback in a professional manner.
4. Ability and willingness to cooperate and collaborate with agencies from other jurisdictions.
5. Ability to resolve problems, handle conflicts and make effective decisions under pressure.
6. Must be familiar with the constitution and laws of the Ho-Chunk Nation.
7. Knowledge of the Ho-Chunk communities and people.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Office setting.
2. Travel required.