



Ho-Chunk Nation

Job Description



TITLE: Tribal Attorney		JOB CODE: TRID
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 Attorney performs a wide variety of legal work representing the Nation as a government, its departments, boards, and commissions. The Tribal Attorney will prepare pleadings for hearings and other legal proceedings, perform legal research, provide court representation; and other duties as assigned.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Represent various Executive Branch Departments as assigned by the Attorney General on a weekly basis.
2. Advise and provide legal assistance, written and/or verbal, to the assigned Executive Branch's Departments on concerns of law or policy involving the operation of the Nation on a weekly basis.
3. Represent the Nation's interest in civil and criminal matters in tribal, state, and/or federal court actions on a daily basis.
4. Prepare and present cases: provide case review, exercise prosecutorial discretion to determine the appropriateness of case filing and completeness of a case, conduct legal research, draft legal documents, and provide zealous legal trial/appellate work on a daily basis.
5. Serve as a liaison between the Nation and legal service firms which are retained by the Nation for specific purposes on a monthly basis.
6. Consult with the Legislative Branch on reviewing, revising, and suggesting the creation of Legislative Codes on a monthly basis.
7. Conduct weekly legal research; provide feedback and prepare recommended interpretations outlining facts and applicable law, including relevant legal trainings, to the Executive Branch as needed.
8. Draft and review daily correspondence, resolutions, orders, contracts, memoranda of understanding/agreement, leases, and other legal documents- recommending modifications to protect the interests of the Nation as needed.
9. Enforce the Nation's laws daily in a fair and uniform manner.
10. Attend legal seminars, tribal trainings, and meetings as appropriate and necessary, at a minimum annually to serve the Ho-Chunk Nation's interest and to maintain professional license.
11. Perform other duties as deemed necessary to ensure compliance with the mission of the Department of Justice, or as assigned by the Attorney General.

JOB RESPONSIBILITY

Job Reports to	Attorney General
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 have been convicted of a felony, unless pardoned.
2. Member of the Wisconsin State Bar or eligible for admission within 9 months of employment.
3. 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 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. Entry level to five (5) years of experience.
3. Contract review and lease experience preferred.
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.
3. See physical demands worksheet.