

JOB TITLE: General Counsel

DEPARTMENT: Legal

CLASSIFICATION: Full Time / Regular / Exempt

SUPERVISES: Attorneys, Administrative Assistant,
Regulatory Compliance Officer, Retained
Outside Counsel

REPORTS TO: Tribal Board

LOCATION: Sault Tribe Administration
523 Ashmun St.
Sault Ste. Marie, Mi



POSITION SUMMARY:

The General Counsel works under the primary supervision and direction of the Tribal Board to provide legal advice and representation to the Board and to the various governmental programs, departments, and enterprises of the Tribe. The General Counsel also provides legal services to the Tribal government's Executive Director for operational direction consistent with the laws, budgets and policy directives enacted by the Tribal Board of Directors. The position entails performing a broad range of legal work for all departments and divisions of the Tribal government, as well as, appearing in Courts of the Tribal Court, Michigan State Courts and federal courts on behalf of the Tribe as authorized and directed.

JOB COMPLEXITY:

- Provides timely legal advice/counsel to, and draft legal opinions for, the Tribal Board, its subdivisions, instrumentalities, departments and various business entities on a broad range of legal issues.
- Prepares legal memoranda and conducts legal research as requested.
- Prepares drafts of resolutions, Tribal laws, regulations, and policies for Tribal Board's approval.
- Works with Department Leaders to create policies/procedures to guide implementation of government functions and operations to assure compliance with applicable laws and conditions of grants, contracts and other agreements.
- Serves as the Director of the Tribe's Legal Department, allocates work for the efficient operation of the Department and supervises the work of subordinate attorneys and legal support staff.
- Supervises and participates in work performed by the Tribe's outside/contract attorneys to help achieve successful completion of assigned work within budgetary constraints.
- Oversees the implementation of regulations and compliance by all Tribal departments with federal and state regulations for various functions of the government.
- Establishes and maintains appropriate professional relationships with Team Members, Tribal Members, Tribal Management and other Tribal Government Employers.

- Manages the delivery of legal services to all areas of Tribal government, tribal enterprises, and casino operations to ensure services and functions are performed in a timely manner by appropriate personnel consistent with Tribal business needs.
- Prepares and manages the budget for the Legal Department of the Tribe.
- Represents the Tribe in negotiation and implementation of inter-governmental agreements with the United States, State of Michigan, local governments and their respective agencies and instrumentalities.
- At the request of the Tribal Board, attends public meetings of Tribal members to present and explain proposed or adopted actions of the Tribal Board and other instrumentalities of the Tribal government.
- Provides supervision and policy guidance to the Tribal Prosecutor while assuring that the Prosecutor is able to act with substantial independence.
- Provides supervision and policy guidance to the Employee Specialist while assuring that the Employee Specialist is able to act with substantial independence in providing assistance to Team Members.
- Attends various community and programmatic events and meetings as needed to share information and support team's work.
- Attends Tribal Board meetings, workgroups and prep sessions as requested to provide legal advice and support.
- Works cooperatively with the Tribe's Legislative Director and lobbyists to monitor state and federal legislative activities.
- Performs other duties as assigned consistent with ethical limitations applicable to licensed attorneys.

ACCOUNTABILITY:

Works with Board of Directors, Tribal Chairperson, Executive Directors and Division Directors/Program Managers to establish priorities and allocate legal resources. Works independently in a professional capacity. Has professional responsibility for quality of his/her own work and that of his/her professional staff, and is governed by code of professional responsibility.

CONTACTS:

Has regular contact with senior tribal officials, other attorneys, and judicial officials, elected officials at tribal, federal, state and municipal levels.

WORKING CONDITIONS/SAFETY HAZARDS: Confidentiality Absolutely Required.

General office environment. Position requires mobility and prolonged sitting and standing; requires flexible working hours; regular and predictable attendance is required. Some traveling when required.

JOB SPECIFICATIONS:

Graduate with J.D. from accredited law school. Must be a member in good standing of the Michigan Bar or be eligible for admission without examination under Rule 5 of the Michigan Board of Law

Examiners. At least ten years of experience in supervising a law office. Extensive knowledge of Tribal, Federal and State law, and practice, especially Indian Law and Gaming Law; Legal Research and Writing; Federal and State legislative and political processes; Legal administration. Must pass a criminal background investigation done under the rules of the National Indian Gaming Commission. Will be required to complete and pass pre-employment drug testing. Native American preferred.

REMUNERATION: Negotiable

CLOSING DATE: Open Until Filled

REPLY TO: Sault Tribe Human Resource Department
2186 Shunk Road
Sault Ste. Marie, Mi 49783

(906) 635-7032
Toll Free (866) 635-7032
Fax (906) 635-4992

Or apply online: www.saulttribe.net