

Leech Lake Band of Ojibwe

Position Description: Associate Tribal Attorney III

Division: Legal

Reports to: Legal Department Director

Worksite: Leech Lake Tribal Justice Center, Cass Lake, MN

Work Hours: M – F, 8:00 am to 4:30 pm

LLBO Status: Exempt

Safety Sensitive: Yes (Mandatory pre-employment drug testing - mandatory criminal and human services background check)

License/Certification Requirements: Juris Doctorate from an accredited law school and the ability to be licensed in the highest court in Minnesota, Federal District Court for the District of Minnesota, United States Court of Appeals for the Eighth Circuit, and Leech Lake Tribal Court. Valid MN Drivers License, current insurance or be insurable.

Summary: The Associate Tribal Attorney has the primary responsibility of assisting the Legal Department Director with analysis for ongoing legal cases and issues in a broad spectrum of practice areas central to the needs of the Leech Lake Band of Ojibwe. The Associate Tribal Attorney is also responsible for preparing and analyzing contracts, legal documents, Tribal Codes, Ordinances, and Resolutions.

Education Requirements and Experience:

Juris Doctorate Degree.

Entry-level candidate with 0 to 3 years of experience preferred, but all qualified applicants will be considered.

A strong knowledge and understanding of a variety of issues, including but not limited to matters of business law, insurance law, tax law, corporate law, finance law, contract law, gaming law, employment law, environmental law. Strong governmental and administrative skills, knowledge and abilities.

Strong oral and written communication and people skills.

Strong understanding of unique ethical questions related to the attorney-client relationship.

Additional Qualifications and Skills:

Ability to work toward pragmatic resolution of complex issues, while supporting the daily on-going operations of the Band.

Knowledge and understanding of Federal, State and local agency procedures.

Possess significant governmental administrative skills, knowledge and abilities, including administration and development of laws, negotiation and legal representation supported by strong oral and written communication and people skills.

Willingness to travel on short notice due to priority changes.

Public relations and public speaking skills.

Experience in Microsoft Office applications.

Ability to research and apply methods and tools of quality improvement.

Ability to relate to people from many backgrounds.

Ability to deal with conflicting situations in a patient and sensitive manner.

Excellent organizational and leadership abilities.

Native American preference.

Pre-employment drug testing is mandatory for all Leech Lake Band of Ojibwe positions.

Duties/Responsibilities:

Provide analysis for ongoing legal cases and issues including Business Transactions, Finance, Gaming, Government Affairs, Litigation, Environmental Law and Policy, Energy, Natural Resources, Taxation, Tribally controlled schools and colleges, and Tribal Housing.

Leech Lake Band of Ojibwe

Position Description: Associate Tribal Attorney III - page 2

Duties/Responsibilities (cont.):

Responsible for accomplishing all directives in a timely manner, anticipating and preventing concerns and issues that may arise.

Researches and drafts complex legal opinions, prepares drafts of contracts, notices, ordinances, codes, resolutions and other legal documents.

Stays current on the status of all laws, statutes, court decisions or other developments that may affect the Band, its departments and entities.

Respond to the Band's tribal government, its departments, divisions and entities' requests for legal advice on any issues that may affect its land, government, gaming or any of its entities or departments.

Defend and prosecute on behalf of the Leech Lake Band of Ojibwe in all actions arising under the jurisdiction of the Leech Lake Tribal Court, other state and federal district courts and forums as needed.

Provide legal advice and guidance for tribal government administration, program development, tribal businesses and other cases as assigned by the Legal Director.

Assist with developing and implementing program goals.

Ensure that objectives are achieved in accordance with contract requirements.

Maintain a respectful, working relationship with colleagues including Leech Lake Band of Ojibwe employees and other community stakeholders.

Meet deadlines and prioritize workload.

Work effectively with minimal supervision.

Maintain a high degree of confidentiality and professional ethics at all times.

Attend program activities outside normal working hours as necessary.

Attend and or conduct all mandatory meetings and trainings as required.

Submit adequate and timely reports to management upon request.

Ability to travel in and out of the state as needed.

Support and maintain sensitivity to Native American culture, lifestyles and values.

Adhere to policies governing staff conduct.

Adhere to all applicable data privacy laws.

All other related duties as assigned.

Physical Requirements:

Ability to lift 30 pounds or more and use proper body mechanics.

Be able to sit or stand for extended periods of time.

Subject to internal working conditions.

Non-smoking environment.

I understand the job description for the Associate Tribal Attorney III position. I am capable and agree to perform the job duties and responsibilities assigned to me. I understand working conditions may change from time to time with or without notice. This document is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed. Job Description Revised: 3/8/2019^{ksl}

Employee – print

sign

date

Human Resources Representative – print

sign

date