



# Cowlitz Indian Tribe

## JOB DESCRIPTION

**Job Title:** Legal Extern

**Department:** Legal

**Reports To:** General Counsel

**FLSA Status:** Exempt

**Program Duration:** 8 weeks

**Salary:** Unpaid

**Position Summary:** The Legal Extern will work in the Cowlitz Legal Department and will, under the supervision of the General Counsel, assist the Department with preparing and reviewing contracts, legal documents, codes and ordinances. The Legal Extern will perform legal research and writing to assist the Department in its role representing and advising the Cowlitz Indian Tribe.

The externship will be for 8 weeks in Summer 2019, with start and end dates to be determined by the Legal Extern's law school calendar. The Legal Extern will be expected to work at the Tribe's Longview, WA location with the opportunity for site visits to the Ridgefield, WA, Vancouver, WA, Toledo, WA, and Tukwila, WA locations.

**Essential Duties and Responsibilities** include the following, but are not limited to:

- Assist in daily activities and operations of the Legal Department;
- Assist in drafting codes, legal documents, resolutions, contracts and other legal documents;
- Conduct legal research and draft memos;
- Maintain confidentiality; and
- Must adhere to all policies and procedures of the Cowlitz Indian Tribe, including pre-employment drug testing and must successful completion of a pre-employment background investigation.

This list of duties is not an exhaustive list. The Legal Extern will be required to perform other job duties as assigned.

### **Qualifications, Education and Experience:**

- Must be currently enrolled at an ABA accredited law school, with at least one year of coursework completed;
- Familiarity with LexisNexis;
- Excellent organizational skills; and
- Coursework in American Indian law preferred.

### **Physical requirements**

Office setting with minimal physical requirements.

### **Application Process**

**PO Box 2547 • Longview, WA 98632-8594 • (360) 577-8140 • Fax (360) 577-7432 • EMAIL [cowlitztribe@cowlitz.org](mailto:cowlitztribe@cowlitz.org)**

For questions or to apply for the Legal Extern position, please email the following application materials to Susan Andersen, Paralegal at [sandersen@cowlitz.org](mailto:sandersen@cowlitz.org):

- Cover Letter
- Resume
- References
- Law School Transcript (unofficial copy ok)
- Writing Sample (no more than 5 pages)

Applications will be reviewed on a rolling basis and the Legal Extern position will remain open until filled. *If you are seeking school credit for this position, please include supervisor obligations as an additional attachment.*