



TURTLE MOUNTAIN BAND OF CHIPPEWA INDIANS

4180 HWY 281
P.O. BOX 900
BELCOURT, ND 58316

(701) 477-2600
Fax: (701) 477-5685
Website: www.tmbci.org

Job Announcement

Job Title: Tribal Attorney II

Department: Governmental Services

Classification: Full Time / Regular / Exempt

Salary: \$36.06

Supervises: None

Reports To: General Counsel/Chairman/Tribal Council

Job Family: Legal/Court

Location: Turtle Mountain Band of Chippewa Indians

Closing Date: **Closing Date:**

POSITION SUMMARY:

Under the direction of the General Counsel, the Tribal Attorney – represents the Turtle Mountain Band of Chippewa Indians in governmental matters, child protection matters, policy and law development. The position is also responsible for performing the duties of the Prosecutor's Office related to child welfare and related cases in the absence of the Tribal Prosecutor.

ESSENTIAL FUNCTIONS: (includes, but is not limited to, the following)

- Prepares intervention packets, pleadings, motions, and other legal documents.
- Prepares legal briefs, develops strategy, arguments, and testimony in preparation for presentation of case.
- Represents the Tribe in state court proceedings involving tribal children.
- Performs factual research and investigation.
- Performs legal research.
- Monitors legal proceedings.
- Monitors and evaluates proposed tribal, state, and federal legislation affecting child welfare.
- Drafts laws and procedures as assigned by supervisor
- Advise government and government agencies

ADDITIONAL REPOSIBILITIES: (includes, but is not limited to, the following)

- Attends Meetings.
- Provides occasional backup for Tribal Prosecutor in child welfare and other cases.
- Travels for court proceedings.
- Attends continuing legal education training.
- Assists to draft amendments to Tribal Code.
- All other job related duties as assigned.

CONTACTS:

Immediate peers, peers in other departments, immediate supervisor/manager, managers in other departments, customers, Executives, Board of Directors, outside vendors/service providers, children and families and outside attorneys and various experts.

PHYSICAL REQUIREMENTS:

Position is light with lifting of 20 pounds and frequent lifting/carrying up to 10 pounds. Physical factors include constant use of hearing, near/midrange/far vision; frequent sitting and occasional standing, walking, carrying/lifting/pushing and pulling, stooping, reaching, manual handling and use of color/field of vision, driving, typing and bending. Working conditions include occasional exposure to extreme heat. Potential hazards include frequent computer use and client contact.

KNOWLEDGE, SKILLS and ABILITIES:

- Must have knowledge of Federal Indian Law Affecting Indian Tribes, the Laws of the Turtle Mountain Band of Chippewa Indian Tribe, Indian Child Welfare Act.
- Must have knowledge of State child welfare laws.
- Must have knowledge of TMBCI Child Welfare Code.
- Must have knowledge of Federal Indian law.
- Must be able to travel.
- Must be able to establish and maintain an effective working relationship with supervisory personnel, coworkers and the general public.
- Must be able to work with minimal to no supervision.
- Must have excellent communication skills and be able to communicate clearly in person, in writing, and by telephone and email.
- Must be able to work in a high stress environment and handle difficult situations.
- Must have organizational skills and be able to plan, prioritize and manage work load to meet goals in a timely manner.
- Must be able to prepare clear, concise, thorough, meaningful, and grammatically correct written reports, letters, memoranda, policy and procedural drafts, and other written documents.
- Must maintain confidentiality.

QUALIFICATIONS:

- Must be a Graduate with J.D. from accredited law school required.
- Must have one to three years of experience working as a practicing attorney preferred.
- **Certification/License:** Admission to a State Bar required.
- Must maintain good moral character standing.
- Must submit Cover Letter of Interest
- Must submit Resume
- Must submit writing sample
- Must submit (3) three reference letters from professors, attorneys, or former employers.

- Will be required to complete and pass pre-employment drug testing.
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How to apply: (Submit completed application to):

Personnel Department
Turtle Mountain Band of Chippewa
P.O. Box 900
Belcourt, ND 58316

Also submit **a copy of transcript and/or copy diploma** of degree attained and training certificates, background check, Indian Preference, etc. (if applied). **Points in screening will be given only for documentation attached.**

For more information please contact Elaine Nadeau, Lori Monette, or Mary Charbonneau, Carie Azure at 701-477-2600.

The Human Resource Staff will not be responsible for incomplete applications

Indian Preference Statement

Candidates for employment or career advances shall be hired, trained, and promoted without regard to race, color, religion, sex, national origin, age or personal, political or religious beliefs. However, preference shall be given in hiring in the following order between equally qualified candidates who are:

1. Enrolled Member Veteran (10 points to be given to enrolled member veterans in screening process as follow: (see definitions)
2. Enrolled member
3. Other Tribal Member veterans
4. Other Tribal Members

Veteran Preference

Veterans and eligible spouses of deceased will receive special consideration for initial appointments for all positions being filled by the TMBCI. The intent of this policy is to promote and bring deserved services and benefits to our veterans for the personal sacrifices they have made. To be considered for a preferential treatment under this policy, candidate(s) must submit copies of verification documents to Personnel Office along with the employment application for eligibility determination purposes. An acceptable verification document is the discharge of transfer report form DD214.

HOW TO APPLY

PLEASE FOLLOW THESE DIRECTIONS.

Please submit all required information in the **QUALIFICATION** section in the application.

Examples: copies of transcripts and degrees attained, including college diploma, high school diploma, GED Certificates, copy of training certificates and Proof of Indian Preference (copy of Indian ID or Enrollment Form).

You will be ranked only if you have a complete application.

If you do not submit copies of any information requested in the **qualification** section in the application, you will be subjected to an ***In-complete application and will not be scored.***

REMEMBER-you will not be scored on an incomplete application. If the job Description asks for it include it in your application packet. You can't be scored on what is not included.

Please Note: Applicants will be given automatic points for Indian Enrollment, work experience, and Certificates in related field.

Veteran points will be given only to applicants with equal amount of points. All applicants claiming veteran's must show proof of DD214.

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HUMAN RESOURCES
"WE VALUE THE RIGHTS AND PRIVACY OF OUR EMPLOYEES"

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Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
P.O Box Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No: _____

Position Applied
for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____