

## **Job Announcement**

**Title:** Staff Attorney, Full Time  
**Location:** FDL Legal Affairs  
**Supervisor:** Tribal Attorney/Legal Affairs Office Director  
**Closing Date:** November 15, 2019

### **General Summary:**

The Staff Attorney provides general legal services to the Band. The Staff Attorney provides advice to the Band and its departments about a wide range of issues. The Staff Attorney's responsibilities include contract drafting, litigation, working with administrative agencies, preparing tribal ordinances, and other duties as assigned by the Tribal Attorney.

### **Position Responsibilities:**

- Representation of and advisor of the Reservation Business Committee on all legal matters affecting the reservation.
- Development of governmental systems, including legislative, judicial, and civil regulatory.
- Contract development.
- Natural resource code development and treaty litigation.
- Economic Development.
- Education and health law issues.
- Indian gaming issues.
- Preparation of testimony on staff and federal legislation affecting the Band.
- Representation of the Band before state legislative committee.
- Employment law issues.
- Any other legal issues which may arise (because of the troubleshooting nature of the position, an exhaustive list is impossible).
- Appropriate work attire is required.
- Must attend all mandatory department trainings.
- Ensures confidentiality of financial records and all records for employees, band members and/or clients.
- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.
- Recognizes that each employee is a representative of the Fond du Lac Band of Lake Superior Chippewa and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Represents the Fond du Lac Band of Lake Superior Chippewa and the department in a positive and professional manner in the community.
- Required to maintain proper attendance including reporting to work on time in accordance with applicable policies.
- Maintains a clean and organized work area.
- Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.

### **Physical Requirements:**

- Normal physical requirements.

**Position Qualifications:**

- Must be licensed to practice law in any state or be a current law student in the last year of an accredited J.D. program.
- A license to practice law in Minnesota is preferred; must be licensed to practice law in Minnesota within one year of starting employment.
- Knowledge of Federal, state and local laws.
- Ability to analyze case law and provide recommendations.
- Competence in the essential principles of federal Indian law is required.
- Knowledge of computer applications to include word processing, Access, Excel and Microsoft Outlook is required.
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish priorities is required.
- Attention to detail and accuracy is required.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Subject to drug and alcohol testing in accordance with the Fond du Lac Reservation's Personnel Policies.
- Subject to pre-employment and annual background checks.
- Some travel may be required.

**NATIVE AMERICAN PREFERENCE****PLEASE INCLUDE WITH APPLICATION YOUR CREDENTIALS AND RESUME****APPLY TO: Fond du Lac Human Resources**

1720 Big Lake Road  
Cloquet, MN 55720  
218-878-2653