

TULALIP TRIBES JOB ANNOUNCEMENT

OPENS: February 6, 2020

CLOSES: February 28, 2020

JOB TITLE: Staff Attorney
DEPARTMENT: Office of the Reservation Attorney
REPORTS TO: Lead Attorney
LOCATION: 8802 27th Ave NE, Quil Ceda Village, WA 98271
STATUS: Full Time – Exempt Contract Employee
SALARY: Attorney Salary Scale + Benefits

JOB SUMMARY:

The ideal candidate will have a minimum of five (5) years of overall experience practicing law.

The Staff Attorney shall represent the Tulalip government with their main assignment focusing on environmental, land use, leasing, planning and zoning, and litigation.

Additionally, some experience of commercial transactions, contracts, construction, finance, tax, health care, employment law, and executive, legislative and judicial functions of tribal government is preferred, but not required.

This position will require the candidate to represent the Tulalip Tribes in litigation in the Tulalip Tribal Court, State Court and Federal Court. Federal Indian law and litigation experience preferred. **Native preference applies.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Represents the Tribe in civil and administrative proceedings.
2. Handles all phases of litigation in tribal, state and federal courts.
3. Provides legal advice and support to assigned departments for the Tulalip Tribes.
4. Drafts and revises Tribal Codes for the Tribal lawmaking body.
5. Conducts legal research concerning Tribal, Federal, and State Law.
6. Participates in planning, legal advice and strategy sessions with the Board of Directors and government departments.
7. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Juris Doctor Degree from an accredited law school.
- Member of the Tulalip Tribes Bar (or have the ability to obtain membership within six months of hire).
- Must be a member of a state bar (or the District of Columbia) and be able to become a Washington State Bar Association member within 6 months of hire.
- Must pass background check.

HOW TO APPLY:

Submit cover letter, law school transcript, writing sample and resume to:

Attn: Michelle Sheldon, Office of Reservation Attorney Legal Manager/Attorney
Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271

Phone: (360) 716-4530

Email: michellesheldon@tulaliptribes-nsn.gov