



# The Three Affiliated Tribes

## Job Description

### Staff Attorney

#### EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

<b>REPORTS TO:</b> TAT Legal Dept. <b>Supervising Attorney</b>	<b>FLSA STATUS:</b> FT Regular
<b>DEPARTMENT:</b> Legal Department	<b>LOCATION:</b> New Town, ND
<b>SALARY:</b> Negotiable, DOE/DOQ	<b>OPENING DATE:</b>
<b>CLASSIFICATION:</b> Exempt	<b>CLOSING DATE:</b>

#### POSITION SUMMARY:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*Under direct supervision of the Supervising Attorney of the Three Affiliated Tribes-MHA Nation (or "Tribe") Legal Department. The Staff Attorney assists and represents the Tribe and Tribal Programs and Entities on a broad range of issues.*

#### SUPERVISORY RESPONSIBILITIES:

- Reports to the Supervising Attorney of the TAT Legal Dept. May be delegated some supervisory responsibilities and authority when the Supervising Attorney is not in the Office.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- The Staff Attorney shall provide legal advice & counsel to the Three Affiliated Tribes, the Tribal Business Council and all Tribal Programs, entities and sub-divisions of the Tribes, including but not limited to representation before Tribal, Federal & State Courts and Administrative agencies.
- Review, drafting, and negotiation of contracts, including PL 93-638 Contracts with Governmental Agencies and other outside Agencies.
- Review and file claims on behalf of the Tribes; drafting and review of Tribal Resolutions, Ordinances, Statutes, and Policies & Procedures.
- Legal research, drafting of Opinions and Memorandums regarding Legal issues relevant to the Tribes and its programs and entities.
- Attendance at Tribal Council Meetings and Sub-Committee Meetings as directed.
- Prepare and review all necessary documents for Real Estate, Land Transactions and Business Contracts.
- Provide Legal Assistance to the following specific Committees, Programs, and Entities: Judicial Committee, Human Resources Committee and Department, Elbowoods Memorial Health Facility, Tex Fox Justice Center and Child Welfare. Provide Legal advice and guidance to other Programs and Departments and



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Committees as directed or requested by the Tribal Business Council, senior Staff Attorneys, and Program Directors/Managers.

- Provide advice to Tribal non-governmental entities including non- and for profit entities where such advice or representation does not create a potential or actual conflict of interest with Attorney's duties to the Tribe that cannot be resolved through proper disclosures.
- Good legal writing skills are necessary.
- Perform other duties as assigned consistent with ethical limitations applicable to License Attorneys.

**QUALIFICATIONS AND EDUCATION:** Must have a Law Degree and be a member in good standing with a State Bar Association.

**WORKING CONDITIONS:** Indoor Office Environment and Courtroom setting.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

All interested persons must submit the following information:

- \* Job Application
- \* Copies of
  - Diplomas/Certificates and Transcripts
  - 2 Forms of ID's: (1 Driver License and/or State Issued ID), and 1 Other
  - Indian or Veteran Preference documents (If applicable)

**Submit all necessary information to the following addresses:**



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Three Affiliated Tribes/MHA Nation  
Human Resource Department  
404 Frontage Road  
New Town, ND 58763  
Ph# 701-627-4781  
Fax# 701-627-2960