



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Attorney General		<b>JOB CODE:</b> ATYG
Government - Appointed		<b>EEO:</b> 1
Exempt		<b>PAY GRADE:</b> 46
Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Attorney General performs a wide variety of legal work representing the Nation as a government, its departments, boards, and commissions. The Attorney General, will prepare pleadings, for hearings and for other legal proceedings, presenting criminal and civil regulations, performing legal research, writing opinions, and other duties as assigned by the Ho-Chunk Nation President.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Serve as the Executive Director of the Department of Justice daily.
2. Works to defend the sovereignty of the Ho-Chunk Nation daily.
3. Represents and serves the Nation on matters that concern the Nation's interest and welfare annually.
4. Directs and provides representation for the Nation in Tribal, State and Federal Court, on an annual basis.
5. Daily coordination of all available and necessary legal resources for the Nation.
6. Responsible for overall supervision of the Department of Justice, its staff and all divisions placed under the supervision of Department of Justice on a daily basis, which may include Compliance and Surveillance and/or any subordinate departments that may be designated by the Ho-Chunk Nation Legislature.
7. Provides legal advice and recommendations to the Ho-Chunk Nation President and Legislature; interprets, develops and implements Ho-Chunk Nation laws on a weekly basis.
8. Develops, reviews and interprets Ho-Chunk Nation resolutions, reports, agreements and contracts as required weekly.
9. Must and shall be required to issue Attorney General Opinions to ensure consistent, fair, and uniform applications and enforcement of the law monthly and annually.
10. Provides community education and public speaking on an annual basis.
11. Maintains and continues to pursue educational and professional training relevant to employment annually.
12. Must zealously represent the interests of the client without compromising the integrity of the profession weekly.
13. Shall oversee all Department of Justice expenditures weekly.
14. Maintain good public relations with towns, county, state, and federal officials monthly.
15. Responsible for ensuring that all staff is properly trained and maintains professional credentials.
16. Must ensure staff and counsel are adequately trained and current on legal developments
17. Establish and review standard operating procedures by July 30 of every year.
18. Construct and manage the annual fiscal budget by timelines set forth in the Appropriations and Budget Process Act, 2 HCC § 4.
19. Quarterly all- staff meetings to support staff and department goals, as well as monthly Attorney meetings and support staff meetings.
20. Prepare and submit a written annual report at the end of the Ho-Chunk Nation fiscal year to the Ho-Chunk Nation President.



21. Perform other duties as assigned by Ho-Chunk Nation President relevant to the position of Attorney General annually.

**JOB RESPONSIBILITY**

Job Reports to	Ho-Chunk Nation President
Leadership Accountability	Defends sovereignty, develops strategic plan.
Supervisory Accountability	Supervises departmental personnel
Organizational Accountability	Manages department
Financial Accountability	Manages operating budget, approves expenditures, monitors expenditures
Customer Accountability	Interfaces with officials and executives, interfaces with outside counsel, interfaces with clients
Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Must possess a law degree, eligible to practice law or license to practice law in the Ho-Chunk Nation Court, the Courts of the State of Wisconsin and Federal District Court. (Member of the State Bar or eligible for admission within 9 months of employment).

**ESSENTIAL:**

1. Before start of employment, Appointee must pass a Compliance Department Background Check in accordance with HCN Legislative Resolution 12-29-98C.

**EXPERIENCE:**

1. Minimum of five (5) years of experience.
2. Litigation and advocacy experience.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge of all relevant aspects of tribal law, federal law, and Wisconsin law;
2. Respect for the culture and traditions of the Ho-Chunk Nation;
3. Ability to communicate and provide verbal feedback in a professional manner;
4. Ability and willingness to cooperate and collaborate with agencies from other jurisdictions; and
5. Ability to resolve problems, handle conflicts, and make effective decisions under pressure.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.
3. Responsible for ensuring that all staff is properly trained and maintains professional credentials.
4. Must ensure staff and counsel are adequately trained and current on legal developments.

**WORKING CONDITIONS**

1. Office setting.
2. Some travel required.