



Lower Elwha Klallam Tribe
2851 Lower Elwha Road
Port Angeles, WA 98363
360.452.8471

JOB ANNOUNCEMENT: ASSOCIATE TRIBAL ATTORNEY

The Lower Elwha Klallam Tribe seeks a full-time Associate Tribal Attorney for its on-reservation Office of Tribal Attorney (“OTA”). This is a new position, to join the two current Attorneys plus the Prosecutor and Paralegal. OTA was established in 2008, and has taken on most of the workload formerly performed by outside counsel. The Associate serves under the supervision of the Tribal Attorney, with a high degree of autonomy, with significant opportunity to help shape the strategic legal planning of the Tribe.

Nature of Practice: Duties include all matters pertaining to representation of the tribal government, including: advice to and representation of the Tribe, its officers and entities including in tribal, federal, and state courts, administrative tribunals, and before federal and state legislative bodies and agencies; drafting of ordinances, regulations, and policies; negotiation and review of intergovernmental agreements, contracts, and commercial transactions.

Qualifications: Law degree from an accredited law school and current membership in good standing in a State or DC Bar, with ability to gain admission to the Washington State Bar ASAP; 5-8 years as a practicing attorney; civil litigation in federal, tribal and state courts; Indian law and tribal government representation, including ordinance drafting and basic governmental processes such as Self-Governance compacting, grants, contracts, insurance programs, etc.; transactions and advocacy with federal and state agencies; strong writing, research, negotiation, and oral advocacy skills; and an ability to thrive in an interdisciplinary and cross-cultural work environment. Also subject matter experience in as many of the following as possible: economic development, gaming, and commercial transactions; natural resources or environmental law; treaty rights; health services; employment/personnel administration; public benefits; real estate; taxation.

Location: Lower Elwha Reservation, about five miles west of Port Angeles, WA, on the Strait of Juan de Fuca adjacent to Olympic National Park and approximately 85 miles west of Seattle. Lower Elwha is a Treaty Tribe under the 1855 Treaty of Point No Point, with a current membership of roughly 900 and a 1,000 acre land base.

Salary/Benefits: Salary DOE. Full-time compensation includes medical and dental, retirement savings plan, and other fringe benefits. Lower Elwha is an Indian preference employer.

Background Check/Pre-Employment Drug and Alcohol Screening: This position is subject to the Tribe’s standard criminal background check for sensitive positions and drug and alcohol screening.

Application/Closing Date: This hiring process was initiated in February, 2020, and suspended due to coronavirus. Now open until filled, with initial review of applications on August 24, 2020, and as frequently as necessary thereafter. The Tribe wants to hire ASAP so please apply ASAP. Submit a cover letter, current resume, at least three professional references, and a legal writing sample to OTA’s Paralegal at anne.ronan@elwha.org.