



**COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT**

**STAFF ATTORNEY**

**POSITION DESCRIPTION**

**Title:** Staff Attorney  
**Schedule:** Monday-Friday 8 am to 5 pm  
**Location:** Longview, WA  
**Classification:** Full-time  
**Opening Date:** August 19, 2020  
**Salary Range:** \$80K to &120K  
**Closing Date:** Open until filled

**Position Summary:** The Staff Attorney will work in the Cowlitz Legal Department and is responsible for preparing and analyzing contracts, legal documents, Tribal Constitution, Codes, and Ordinances. The Staff Attorney may be back up to the Prosecutor for Cowlitz Tribal Court in criminal and civil actions for Tribal issues on the Cowlitz Indian Reservation areas including trust and non-trust Tribal lands and as a presenting officer in Tribal Court and State Court. The Staff Attorney will also assist the Lead Tribal Attorney Counsel with issues and activities concerning Tribal legal rights, obligations, privileges, employment and Indian Child Welfare.

**Essential Duties and Responsibilities** include the following, but are not limited to:

- Drafts legal documents, contract language, letters, and testimony.
- Reviews and analyzes contracts and legal documents, conducts legal research.
- Assists with litigation for the Tribe, including negotiations, mediation, legal research, discovery, motion practice, oral argument, trial and appeal.
- Assists in the daily activities and operations of the Legal Department and staff including preparation and management of budgets.
- Assists Tribal Department Directors with legal needs.
- Advises on capacity building for the Legal Department and the court system.
- Represents the Tribe in various legal proceedings as assigned.

- Prepares legal analysis of proposed statutes, regulations, and manuals and interprets legal concepts, laws, rulings, and regulations.
- Keeps abreast of current court decisions and pending legislation affecting the Tribe and assists with developing strategies on major Tribal related issues.
- Advises and assists the Tribal Court Administrator with case preparation as needed.
- Serves as back up to the Tribal Prosecutor for criminal and civil actions for Tribal issues on the Cowlitz Indian Reservation areas including trust and non-trust Tribal lands and as a presenting officer in Tribal Court, State Court, and Federal Court. The Staff Attorney/back-up Prosecutor shall also work closely with Federal, Tribal, State, County, and local jurisdictions in protecting Tribal legal interests.
- Other duties as assigned.

**Education and Experience:**

Licensed to practice law in a state in the United States.

Must obtain a license to practice law in the State of Washington and Cowlitz Tribal Court.

Must maintain a valid driver license.

**Requirements:** Must submit to and pass a background check and drug screen

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail or fax resume and cover letter to:

Human Resources Department

Cowlitz Indian Tribe

P.O. Box 2547

Longview, WA 98632

Fax: (360) 578-1641