



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

Cansayapi Otunwe

LOWER SIOUX INDIAN COMMUNITY

JOB DESCRIPTION

POSITION TITLE: Assistant General Counsel
DEPARTMENT: Office of General Counsel
REPORTS TO: Community Council and General Counsel
FLSA STATUS: Exempt
SALARY GRADE: D.O.Q.

SUMMARY:

The Assistant General Counsel (AGC) works in the Community's Office of General Counsel (OGC). The OGC provides legal services and representation to the Community Council, the Community's government administration, and its enterprises. The position entails performing a broad range of legal work, as well as appearing in the Lower Sioux Indian Community Tribal and Appellate Court, Minnesota State Courts, and Federal Courts when necessary. The Lower Sioux Indian Community is a federally recognized sovereign Indian tribe located in Morton, Minnesota.

The AGC is expected to regularly perform general legal services. Those services are guided by the goals and objectives set forth by the Community Council and consistent with the responsibility and management of the OGC

QUALIFICATIONS:

- Admitted to practice law in any state, in good standing, or ability to attain Minnesota Bar admission within six months of hire
- At least five years of experience directly related to working for a federally recognized Indian tribe
- Experience before state and federal agencies representing a federally recognized Indian tribe
- Commitment to the ideals of tribal sovereignty and self-determination
- Demonstrated competency in the practice of federal Indian law
- Ability to provide general services in a broad array of legal practice areas, and advise in a manner to consistently integrate with existing and organizationally preferred solutions
- Ability to deliver multiple, efficient and timely products with minimal supervision
- Must demonstrate strong interpersonal communication and writing skills. Communication skills include the ability to effectively educate officials, staff, and laypersons about legal issues sufficient for informed decision making

- Must be willing to become proficient in Microsoft Office software and research resources
- Must work professionally, in a respectful team member manner with the Community Council, various staff and with external entities affecting the Community's interests
- Must have a valid state driver's license and reliable transportation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- General review and negotiation of contracts, intergovernmental agreements, and related agreements; drafting and review of codes, policies, procedures, and resolutions for both legal sufficiency and consistency with the Community's Constitution and Bylaws and all related laws and policies
- Work cooperatively with directors, managers, and staff; routinely advise and brief the Community Council, government administration departments, and business entities on a broad range of issues concerning the Community's legal rights and interests; develop strategies to promote and protect the Community's interests; track and monitor cases, actions, regulations, rulemaking and legislation; develop strategies and recommendations to benefit the Community's positions and relationships with state and federal officials, legislative bodies, administrative bodies and corresponding forums of tribal, federal, state and local governments
- Represent the Community in forums, meetings, hearings, training, and presentations promoting and defending the Community's legal rights and interests
- Represent Community rights and interests in all necessary forums including tribal, state, and federal courts when needed
- Responsible for assignments delegated from the General Counsel and Community Council
- Performs all other duties as assigned

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments). Any employment offer is contingent on the results of a drug and alcohol test as a condition of obtaining employment. American Indian/Alaska Native preference applies for equally qualified candidates.

Questions may be directed to:
Karen.Swann@lowersioux.com

Apply Online at <https://lowersioux.com/employment/employment-application/> or by submitting an application (available at the aforementioned website) and resume to Karen.Swann@lowersioux.com