

TRIBAL ATTORNEY

PRAIRIE BAND POTAWATOMI NATION

Full-Time, Exempt

GRADE: 3

DEPARTMENT: ATTORNEY

TIER: 2

SUPERVISOR: TRIBAL COUNCIL

SUMMARY:

The Tribal Attorney provides the Prairie Band Potawatomi Nation Tribal Council and the Prairie Band Potawatomi Nation government with professional legal services that include:

- Developing Tribal resources and infrastructure.
- Defending and preserving Tribal Sovereignty
- Reaching and expanding Tribal self-sufficiency through the exercise of inherent sovereign rights.

This position provides a broad variety of legal services in support of the goals of the Tribal Council and all of the Tribal departments. The Attorney is supervised and directed by the Tribal Council.

ESSENTIAL DUTIES:

- Provides legal services for Tribal Council including drafting resolutions, correspondence, contracts, agreements, amendments to tribal codes, policy and procedure, legal memoranda, intergovernmental agreements, pleadings and documents.
- May conduct litigation in Tribal, State and/or Federal courts.
- Oversees and works with outside legal counsel on numerous projects including land into trust acquisitions, employee benefits, housing tax matters, litigation.
- Works with state and federal agencies on areas impacting tribal government, commercial and community issues.
- Provides legal guidance to Tribal Council on state/county/federal government issues, and works with lobbyists at state and national levels regarding national and state legislation affecting the Nation's interests;
- Provides legal counsel to all tribal government departments and review government contracts, agreements, policies, documents as required or requested
- Works cooperatively within the office, Prairie Band Potawatomi Nation, and other agencies; as needed.
- All other duties as assigned

To qualify for this position, applicants must meet all minimum requirements by the closing date of this announcement.

MINIMUM REQUIREMENTS:

- Juris Doctorate Degree from an accredited law school.
- An attorney in good standing and licensed to practice law in the State of Kansas.
- Two to five years of experience as an attorney
- Must have a valid Kansas driver's license and be insurable with the Nation's insurance or be willing to obtain within 30 days of hire.

PREFERRED REQUIREMENTS:

- Five to eight years of experience as an attorney
- One year experience in Indian Law

PHYSICAL, MENTAL, & ENVIRONMENTAL DEMANDS:

- Able to read, write and speak English
- Ability to multi-task and manage numerous projects
- Ability to work efficiently in a team oriented environment
- Ability to develop and maintain positive working relationships with others

- Ability to perform daily activities, including but not limited to: filing, answering the telephone, operating office equipment,
- Abilities to lift, carry, push, and pull up to 20 pounds on a frequent basis

BACKGROUND CLEARANCE REQUIREMENTS:

- Background Investigation
- Pre-employment Drug Screening

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Prairie Band Potawatomi Nation reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

INDIAN PREFERENCE EXERCISED

Employee Name

Signature

Date