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HUMAN RESOURCES

EMPLOYMENT

Senior Legal Counsel

US-WA-Auburn

of Openings 1 **Division** Legal **Job Status** Salaried **Type** Contract

Pay Grade Contract - DOE **Hiring Manager Title** Chief Legal Counsel

Status Accepting

JOB SUMMARY

The Senior Legal Counsel is responsible for advising and representing the Muckleshoot Tribe in a wide range of matters with an emphasis on social and human services issues as they affect Indian tribes and their members.

MAJOR TASKS AND RESPONSIBILITIES

1. Advise and represent the Tribe in the areas of social and human services, including the areas of Indian Child Welfare, Elder Law, Housing and other general welfare benefits matters.
2. Must possess the ability to effectively present materials, speak clearly and provide excellent interpersonal and communication skills both written and orally.
3. Conduct legal research and writing concerning tribal, state and federal law.
4. Must be able to develop and maintain cooperative and collaborative working relationships with Tribal policy persons and Tribal staff.
5. Present and explain key policy issues regarding social and human services.
6. Keep abreast of new laws, cases and legal challenges that may affect pending or future issues involving social and human services.
7. Reviews and evaluates Agency regulations, internal controls, and policies, and makes recommendations concerning same to the Tribal Council.
8. Assist in developing and improving the Tribe's code of laws including code development.
9. Represent the Tribe in administrative proceedings and litigation as needed.
10. Prepares and reviews contracts and other documents.
11. Attend legal seminars, tribal trainings, and meetings as appropriate and necessary to serve the Tribe's interest.
12. Other duties as assigned.
13. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EDUCATION - EXPERIENCE AND TRAINING FOR POSITION

Required:

- Must be a graduate from an ABA accredited Law School in the United States.
- Current license to practice law in the State of Washington as a member of the Washington State Bar Association required.
- Member of the Washington State Bar in good standing. Attorneys who are not members of the WSBA or eligible to obtain membership through reciprocity must pass the Washington State Bar within six months from date of hire.
- Must be a member of good standing with all legal bars, to which the attorney is admitted, with no pending ethical complaint.

- Must uphold the highest level of confidentiality throughout employment.
- Must comply with the applicable ethical standards and be able to work in cooperation with others.
- Must have a minimum of six (6) years of previous attorney work, with preference for prior experience in the areas of social and human services issues and Federal Indian Law.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION

- Knowledge of the culture and traditions of the Muckleshoot Tribe; or other Tribes with similar culture and traditions.
- Experience in providing training to tribal agencies and tribal members.
- Experience in drafting tribal codes.
- Knowledge of outside agencies for necessary referrals and data collection.
- Must successfully clear a criminal history and background inquiry. Continued employment is contingent upon successful review of criminal history on a continued basis.
- Must have the ability to work in high stress environment and multitask on a daily basis.
- Must possess and maintain a valid Washington State Driver's License.

PHYSICAL REQUIREMENTS

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class. The employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to walk, drive a motor vehicle and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually moderately quiet.

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