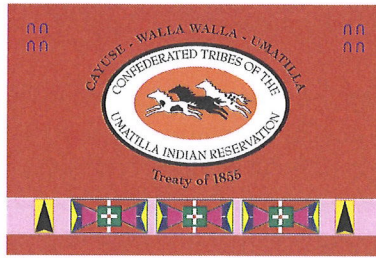


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÉNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Tribal Attorney

SALARY: Range 14-16
\$74,826.72-\$87,104.01 Annual DOQ/DOE

DEPARTMENT: Administration, Office of Legal Counsel (OLC)

LOCATION: Position located at Nixyaawii Governance Center, Mission, Oregon, Umatilla Indian Reservation.

EMPLOYMENT STATUS: Full time with benefits
Exempt

SUPERVISED BY: Lead Attorney

OPENING DATE: February 10, 2021

CLOSING DATE: Open until filled

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

GENERAL STATEMENT OF DUTIES

The Tribal Attorney works in the CTUIR Office of Legal Counsel (OLC) OLC provides legal services and representation to the CTUIR Board of Trustees and all respective tribal departments, managers, and staff. The CTUIR is a federally recognized tribe with reserved treaty rights, self-governance duties for its members and the residents of the 172,000 acre and allotted Umatilla Indian Reservation within the exterior boundaries of Northeastern Oregon. The CTUIR is a large employer with governance, business enterprise and housing activities.

In general, the Tribal Attorney will be expected to regularly perform general legal services to the organization as assigned and consistent with budget funding allocations. Those services are generally guided by the goals and objectives under the CTUIR Comprehensive Plan and consistent with the responsibility of the Office of Legal Counsel. Tribal Attorney assignments are generally intended to align related practice areas or functions, and are subject to change depending on funding sources and workload management needs.

This Tribal Attorney position is assigned to represent and advise the CTUIR in its NAHASDA, low-income tax credit and other home ownership, development and advising supported by related funding sources. A majority of the work is prompted by the CTUIR Housing Department, the tribal entity administering its Indian Housing Plan and Affordable Housing Activities pursuant to the Native American Housing and Self Determination Act of 1996. Its mission is to provide quality, community housing services and empower self-sufficient living for future generations. This includes management of low income units, low income housing tax credit units and related services. The Housing Department regularly coordinates to maximize the effectiveness of tribal resources for housing residents, and to ensure compliance with CTUIR policies and applicable agreements.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Assist Housing to maximize the applicable opportunities and solutions for unmet needs available within the requirements of available funding sources. Such advising includes compliance with the NAHASDA Indian Housing Plan Block Grant, Low Income Tax Credit Housing Partnership and other grant funds; Upcoming developments may consider integration of low income or subsidized housing into mixed income development and improved access to community, social and health services and providers.
2. Tasks related to development and successful preparation of real property for low-income and subsidized housing sites, including fee to trust, utilities and infrastructure and leasing.
3. Legal research and advice concerning enforcement of existing Housing Policies including Occupancy and Admissions, Drug Elimination Policy, and associated tenant leases.
4. Tracking and advising HUD Office of Native American Programs (ONAP) guidance and negotiated rulemaking, opportunities to support homeownership services, including HUD 184 mortgage funding;
5. Indian Housing Plan – advising and maximizing effective implementation of 1 and 5 year Plans.
6. Provide legal services related to the legacy of Mutual Help units on the Reservation.
7. As provided for by policy enforcement of CTUIR rights and interests before the Tribal Court, state, federal, local and administrative judicial forums and any other courts as necessary.
8. Advising on federal obligations to the CTUIR concerning Columbia River housing for displaced tribal fishers.
9. Information sharing as needed on behalf of the CTUIR before executive officials, legislative bodies, administrative bodies and related forums of tribal, federal, state and local governments.
10. Research and advising the Board of Trustees and its agents concerning the CTUIR's legal rights and interests, and develop strategic options to promote and protect those interests.
11. General review and negotiation of contracts, intergovernmental agreements, and leases.
12. General advising, drafting and review of codes, policies, procedures for both legal sufficiency and consistency with CTUIR and related codes and policies;
13. Review and advising concerning developing legislation, regulations and agency activities to protect CTUIR interests both in near term and for long term strategic interests;
14. Represent the CTUIR in various adjudicatory and agency forums to prosecute and defend the CTUIR's legal rights and interests.
15. Responsible for assignments delegated through the lead attorney.

SUPERVISORY AUTHORITY:

None.

SIGNATORY AUTHORITY:

None, unless delegated by Lead Attorney.

ACCESS TO SENSITIVE AREAS:

To the Office of Legal Counsel offices, files and records - both physical and electronic. View files containing sensitive and attorney client protected work products and communications. This extends to sensitive meetings and briefings.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Hold a good standing admission to practice before the Oregon State Bar, or ability to attain reciprocal admission within 6 months of hire.
 2. Experience with at least one of the following: a government, federally recognized tribe, related tribal entity, law office or attorney, plus legal education or experience in Indian Housing matters.
 3. Strong interpersonal, written, verbal and presentation communication skills.
 4. Advocacy to advance tribal government interests and enhancing the ideals of tribal sovereignty and self-determination. Successful candidates will demonstrate strategic advising involving tribal, federal and state entities and the effectiveness of engaging policy, legislative, rulemaking, agency and consultation processes.
 5. Familiarity with basic principles of federal Indian law, including civil and criminal jurisdiction, contracting self-governance, and immunity, government-to-government trustee relations, protection of treaty rights.
 6. Serve in a broad attorney role providing general services on a broad array of legal practice areas, and advise in a manner to consistently integrate with existing and organizational preferred solutions.
 7. Require minimal supervision to carry out assigned duties/projects efficiently and in a timely manner. This qualification includes routine reporting, balancing multiple projects and coordinating within defined timelines.
 8. Must be willing to be trained and obtain working knowledge with software, and research tools including: Microsoft Office products, Adobe, Westlaw or Lexis, as well as available free internet resources.
 9. Must work well with an entity client. Workplace relations require attorney to work professionally, in a respectful team member manner with various staff, commissions and committees and elected officials within the organization. This includes compliance with applicable tribal laws and administrative policies.
 10. Required to protect client communications and client confidences in compliance with the Oregon Rules of Professional Conduct;
 11. Work beyond normal work hours, travel and work remotely as needed to fulfill the mission of the position and Office of Legal Counsel responsibilities
- Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. **Application** - Completed Tribal Employment application.

2. **Supplemental Application** - Completed CTUIR's Supplemental Application Form (both sections).
3. **Cover Letter** - Brief, one page or less, cover letter explaining your qualifications and experience relevant to the functions of this position.
4. **Resume** - Personal resume identifying your qualifications and experiences relevant to the functions of this position. Please limit to two pages or under.
5. **Writing Sample** – Please redact to no more than 10 pages. Suggested samples include: Legal memos, client memos, motion briefs or articles.
6. **Tribal and Indian preference:** Must provide proof of enrollment with a Federally Recognized Tribe Tribal Enrollment Card or Certificate of Indian Blood.
7. **Veteran's preference:** Must provide proof of honorable service and discharge or completed Form DD214.

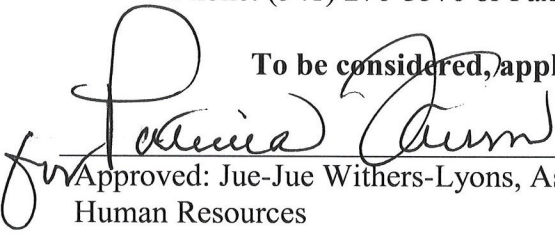
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541) 276-9060

To be considered, application package must be post marked by the closing date.


Approved: Jue-Jue Withers-Lyons, Assistant Director, Office of
Human Resources

02/10/2021
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

