



Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, APRIL 12TH, 2021**

Updated weekly and posted on www.llojibwe.org/jobs/llbojobs.html

Applications can be found online at: www.llojibwe.org/jobs/llbojobs.html

Mail documents to: LLBO HR – 190 Sailstar Drive NW, Cass Lake, MN 56633;

Fax documents to: 218-335-3697; email documents to: david.paquette@llojibwe.net

LLBO Policy: HR must receive your application and/or documents by

4:30 p.m. on the closing date, to be considered for a position.

Call 218-335-3698 or toll free 1-800-631-5528 for more information.

Due to COVID-19, interested parties are encouraged to submit employment applications and related documents via email, when possible.

THE FOLLOWING POSITION IS OPEN UNTIL FILLED

Associate Tribal Attorney III ~ Legal ~ Job Code: 21-051

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Assists the Legal Department Director with analysis for ongoing legal cases and issues in a broad spectrum of practice areas central to the needs of the Leech Lake Band of Ojibwe. Responsible for preparing and analyzing contracts, legal documents, Tribal Codes, Ordinances, and Resolutions. Will represent the Band in Tribal Court and State Court.

Education/Experience: Juris Doctorate Degree from an accredited law school required. Entry-level candidate with 0 to 2 years of experience preferred, but all qualified applicants will be considered. Knowledge and understanding of a variety of issues, including but not limited to matters of federal Indian law, business law, insurance law, tax law, corporate law, finance law, contract law, gaming law, employment law, environmental law. Strong governmental and administrative skills, knowledge and abilities. Strong oral and written communication and people skills. Strong understanding of unique ethical questions related to the attorney-client relationship.

Duties/Responsibilities: Provide analysis for ongoing legal cases and issues including Business Transactions, Finance, Gaming, Government Affairs, Litigation, Environmental Law and Policy, Energy, Natural Resources, Taxation, Tribally controlled schools and colleges, and Tribal Housing. Researches and drafts complex legal opinions, prepares drafts of contracts, notices, ordinances, codes, resolutions and other legal documents. Defend and prosecute on behalf of the Leech Lake Band of Ojibwe in all actions arising under the jurisdiction of the Leech Lake Tribal Court, other state and federal district courts and forums as needed.