



NORTHERN ARAPAHO TRIBE LEGAL DEPARTMENT

Job Description

Position Title: Staff Attorney
Departmental Supervisor: In-House Counsel, L. Clare Johnson
Title(s) of Department Supervised: Legal Department
Class: Professional Administrative/Exempt

Summary of Duties and Responsibilities

The position of Staff Attorney shall be responsible for representing the interests of the Northern Arapaho Tribe (“Tribe”), defending the Tribe’s integrity, assisting and advising all Tribal entities in their pursuit of progress on behalf of Tribal members, protecting all Tribal assets, and managing and providing legal services and representation to the Tribe, including, but not limited to, the Northern Arapaho Business Council, the Tribal Government, and all Tribal Entities.

Specific Responsibilities

The Staff Attorney shall perform such legal services as delegated by the In-House Counsel, including, but not limited to, the following:

- Work at the direction of the In-house Counsel on legal matters impacting the Tribe, its Tribal Government, and Tribal Entities;
- Complete legal research for the In-house Counsel on legal issues effecting the Tribe;
- Prepare and recommend appropriate tribal laws, resolutions, rules and regulations for the In-House Counsel;
- Perform legal reviews of contracts, agreements, leases, grant applications and similar documents;
- Research and monitor federal and state legislation that could impact any of the Tribe’s interests and recommend appropriate legal or legislative action;
- Coordinate with Tribal Government employees to evaluate and make recommendations to the In-house Counsel regarding ways to improve the programs and services provided to tribal members, the internal environment of Tribal Government and Tribal Entities for employees, and any other means of advancing the best interests of the Tribe;
- Draft advisory opinions on legal questions interpreting Tribal law upon request of the In-house Counsel.
- Work directly with Tribal Programs on policy, procedures, legal issues, and represent the Programs in State and Tribal Court.

Qualifications

To perform the job successfully, the candidate should have, at least, the following qualifications:

- Juris Doctor Degree
- 2021, law school graduates with exceptional Indian law backgrounds and credentials are encouraged to apply.
- A member in good standing of the Wyoming State Bar *or* a member in good standing of another State Bar Association and must successfully pass one of the three next regularly scheduled examinations for admission to the Wyoming State Bar, or be eligible to waive into the Wyoming State Bar
- At least five (5) years of experience as a practicing attorney *preferred*
- At least two (2) years of experience working with (a) a tribe, tribal entity, or organization dedicated to tribal interests or (b) a federal or state government agency with oversight or responsibility for tribal issues *preferred*

Additional Required Skills

- Ability to maintain appropriate confidentiality;
- Exceptional legal research skills;
- Ability to work in a high-performance, fast-paced, high-pressure environment;
- Exceptional interpersonal and communication (verbal and written) skills;
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality;
- Organized with unfailing attention to detail and outstanding project management skills;
- High level of comfort/ease interacting with all levels in the Tribe;
- Ability to translate complex legal issues and requirements into understandable terms for easy dissemination across the organization;
- Ability to work odd and irregular hours, as needed;
- Must be people-oriented and relate well to people from diverse backgrounds;
- Must successfully pass the required criminal and character background check,
- Ability to travel and participate in required training, leadership development and other events; and
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Application Information:

Applicants must submit a resume, cover letter, a complete application form, and certificates of good standing for all jurisdictions in which they are licensed to practice to In-House Counsel, L. Clare Johnson by August 30, 2021. Only complete applications will be considered. Please contact L. Clare Johnson at clare.johnson@northernarapaho.com with any questions.