



ECHO HAWK & OLSEN

505 PERSHING AVE. SUITE 100 POCATELLO, ID 83201
PO BOX 6119 POCATELLO, ID 83205-6119
208.478.1624 OFFICE 208.478.1670 FAX
WWW.ECHOHAWK.COM
Attorneys Licensed in: Idaho, Utah, Nevada & Oklahoma

Echo Hawk & Olsen is a regional Indian and Business Law Firm with decades of experience. We are looking for a diligent and organized Associate Attorney with 3-5 years of experience who is enthusiastic about Indian law to join our team. They would practice out of our Pocatello, Idaho office, or in appropriate situation, practice remotely with associate travel. The key candidate would be dependable, work under general supervision and independently perform legal research, writing, and federal/state court litigation services for our Indian Law partners in relation to work for tribes in Idaho, Utah, Nevada, California, and Kansas.

JOB REQUIREMENTS:

- Excellent legal research skills including the use of electronic online research tools, such as Westlaw and citation verification programs. Research includes state and federal statutes, case law, regulations, precedents, treaties, sentencing guidelines, and related subject matter.
- Excellent writing skills and strong editing skills with a keen eye for detail and accuracy. Excel at drafting tribal codes, business contracts, policy & procedures, regulations & other critical documents.
- Ability to communicate legal developments clearly and effectively verbally as well as in writing.
- Attention to detail, ability to effectively manage time, work in an organized and detailed manner to meet tight deadlines, keep accurate records, and produce desired results.
- Excellent problem-solving skills and ability to be flexible and proactive.
- Proficient in standard personal computer applications such as MS Office applications (Microsoft Word, Outlook, Excel), Westlaw, and cite checking programs.
- Must be a self-starter who possesses strong organizational skills, the ability to work with multiple clients and is ready to hit the ground running with a positive can-do attitude
- J.D. degree from an accredited law school and licensed.

HOW TO APPLY:

Please submit cover letter, resume, writing sample and salary expectation to reception@echohawk.com

We provide competitive salary, medical, dental and 401K.