

## **Attorney 1 Staff**

### **Location: Durant, OK**

The Choctaw Nation of Oklahoma is a federally recognized tribe whose service territory covers approximately 11,000 square miles in 10 1/2 counties in rural southeastern Oklahoma. The Nation is comprised of nearly 200,000 members worldwide, and it is the third largest tribe in the United States. Today Choctaw Nation employs more than 10,000+ and operates 120+ businesses.

Our vision is living out the Choctaw spirit of faith, family and culture.

We are currently looking for an Attorney 1 Staff.

**Job Summary:** Responsible for all legal work as directed by the Executive Director and assigned In-House Counsel II, if applicable. Such responsibilities include providing research and legal advice to the assigned departments of the Choctaw Nation of Oklahoma, case and project management, negotiation of contractual agreements, mitigate legal liability, and working with outside entities on behalf of the Choctaw Nation of Oklahoma.

#### **Primary Tasks:**

1. Responsible for rendering legal advice and services to various departments of the Choctaw Nation of Oklahoma as directed.
2. Responsible for providing legal representation to the Nation in all requested and/or required legal and liability areas.
3. Responsible for the case management of in-house matters and projects as delegated by the Executive Director and In-House Counsel II, if applicable.
4. Represent Choctaw Nation in court proceedings as assigned.
5. Will review legal vendor billings accumulated pursuant to cases and projects assigned.
6. Will be responsible for the preparation, negotiation, review and advisory work pertaining to contracts, agreements, and other legal instruments on behalf of the Nation.
7. Perform other duties as may be assigned.

#### **Basic Qualifications:**

- Juris Doctorate from an accredited law school
- Must be licensed to practice law by a State within the United States
- Less than one-year experience as an attorney
- Ability to handle a variety of legal fields, practices and procedures
- Application of professional knowledge and ability by possessing strong judgment and evaluation skills