



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Staff Attorney I or II
Office of the Reservation Attorney

OPEN: September 30, 2021

EXEMPT: Yes

SALARY: (11/12) \$33.18-\$42.74 p/h DOE

SHIFT: Days

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Tribal Government

DEPARTMENT: Office of the Reservation Attorney

SUPERVISOR: Legal Director

VACANCIES:1

JOB SUMMARY: The Staff Attorney I or II works within the Office of the Reservation Attorney (ORA) for the Lummi Nation, and its departments and entities, on a broad range of issues concerning or affecting tribal sovereignty and self-governance. Duties may include providing legal advice and representing the Nation, and its departments and entities, in judicial and administrative proceedings in tribal, federal, and state forums. Job performance of the Staff Attorney I or II is evaluated by the Legal Director.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Provide legal advice and representation to the Nation, its departments, and entities, in judicial and administrative proceedings in tribal, federal, and state forums as assigned.
2. Assist with revision of Lummi Code of Laws.
3. Assist with complex legal issues impacting the Nation, and its departments and entities.
4. Negotiate, prepare, and review contracts.
5. Prepare and review resolutions, forms, and policies and procedures as directed.
6. Perform legal research and prepare memorandums of law on assigned topics.
7. Assist in the resolution of complex legal issues impacting the Nation, and its departments and entities.
8. Participate in major legal actions.
9. Maintain case and research files according to office systems and follow general office procedures.
10. Complete legal research and writings necessary for the preparation of complaints, motions, pleadings, and other court documents.
11. Complete other legal assignments and projects as designated, including code drafting, legal research, and writing.
12. Continue professional development through Continuing Legal Education and/or training in the areas of Indian Law or other issues relevant to job duties.
13. Perform job duties in a manner consistent with ethical standards and the assurance that justice is upheld under the Lummi Code of Laws, state laws, and federal laws as applicable.
14. Participate in Lummi community events during and/or after hours to gain perspective of the community served.

15. Attend judicial, administrative, or legislative proceedings, as directed.
16. Attend meetings of the LIBC, the General Council, and Lummi's Commissions, Boards or Committees, as directed. Attend Inter-tribal or other conferences or meetings, as requested.
17. Travel locally and out of state as necessary to represent the Lummi Nation, as approved in accordance with the Lummi Nation's policies and procedures.
18. Continue professional development through Continuing Legal Education and/or training in the areas of Indian Law or other issues relevant to job duties.
19. Keep up to date on the current law in your work area.
20. Represent the Nation in Court and litigate as required.
21. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduate of an ABA-accredited law school.
- Member in good standing of the Washington State Bar Association or licensed in good standing in another State and able to obtain admission within 6 months of hire *required*.
- Member of the Lummi Nation Tribal Court Bar in good standing or able to become a member within the first 30 days of employment *required*.
- Experience in the practice of Law:
 - Staff Attorney I: 1 year *preferred*.
 - Staff Attorney II: 5 years *preferred*.
- Active and relevant Indian Law experience *preferred*.
- Litigation, human relations, and tribal law experience *preferred*.
- Experience in code writing and regulations, especially with Native American nations *preferred*
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of laws relevant to civil proceeding.
- Some litigation experience preferred.
- Familiarity with and willingness to comply with the Washington State Rules of Professional Conduct.
- Good working knowledge of tribal, state, and federal law pertaining to Native Americans and governments.
- Must have excellent writing, research, negotiations, and oral communication skills.
- Must have excellent legal research skills and ability to prepare legal opinions and pleadings, in accordance to tribal, federal, and state court rules.
- Ability to organize and maintain clear, concise, and accurate records, and adhere to office policies and procedures.
- Ability to deal well with people in highly emotional and adversarial situations.
- Ability to communicate well with people of all ages, cultural diversity, and different levels of government.
- Must have excellent judgment and good decision making capabilities.
- Ability to establish and maintain effective working relationships with tribal officials, supervisor, fellow employees, tribal members, and the general public.
- Ability to work as a cooperative team member within the ORA, in court-related projects and in other projects as assigned.
- Working knowledge and understanding of the Native American community and its people, including traditions and customs is preferred.
- Perform other duties as assigned.

- Participate in Lummi Nation cultural events to enhance your ability to serve the tribal members and government.
- Must have an interest in providing excellent service to a Native American nation.
- Must be familiar with and comply with all professional and ethical codes of conduct.
- Must be dependable, trustworthy, and able to work flexible hours, as needed.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.