



Confederated Tribes of Siletz Indians

P.O. Box 549 Siletz, OR 97380
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CTSI JOB VACANCY ANNOUNCEMENT

Opening Date: August 28, 2021
Closing Date: Open Until Filled
Job Title: Staff Attorney
Salary/Wage: Negotiable
Location: Siletz, OR
Classification: Full Time, Exempt
Job Posting Number: 202139

Introduction:

The CTSI Legal Department provides comprehensive legal advice and solutions for the Tribal Administration and represents Tribal Administration in a wide variety of legal proceedings. The Staff Attorney leads the Legal Department to support the Tribal Executive branch by offering proactive counseling and advice; drafting and review of legal documents; and representing the Tribal Administration in problem solving, negotiation, and litigation. The Tribal Attorney (outside counsel) represents the Tribe overall and provides guidance, coordination of legal strategies and assistance. Complex Indian law and inter-governmental matters, and issues, which may obligate or substantively affect the Tribe are referred to the Tribal Attorney, or coordinated with the Tribal Attorney, at the Tribal Attorney's discretion.

Requirements:

Graduate from an accredited school of law, three years experience in the practice of law, and current membership in good standing in a State Bar Association. Individual must be a member of the Confederated Tribes of Siletz Indian bar or demonstrate ability to become a member of the Siletz Tribal Court Bar within 30 days of being hired. Individual will have one year from date of hire to become a member in good standing of the Oregon State Bar Association licensed to appear in all Oregon State forums. **Experience in:** Legal experience with tribal program operations (for example, contracts and grants, construction, housing, education, health, natural resources, child abuse, dependency and neglect), preferred. **Ability to:** Communicate clearly, whether verbally or in writing with non-attorneys. Work with a wide variety of people and able to communicate effectively and relate to Tribal and community members, staff, State, federal and local agencies. Receive, evaluate and prosecute or defend cases involving Tribal administration. Organize, participate in, manage projects, and meet project deadlines. Ability to participate as part of work group on projects involving legal and non-legal components. **Other:** Must possess a valid Oregon State driver's license, insurance and be eligible to drive a GSA Vehicle.

Duties:

Advise Tribal administration/departments on legal issues. Advise and assist Tribal staff in complying with the contracting process, including preparing and/or reviewing contracts and agreements. Represent Tribal administration in Tribal court, state and federal courts, and arbitration and other judicial and administrative forums. Represent Tribal administration and Tribal programs in negotiations. Perform

legal reviews and assist Tribal administration and programs in correspondence when requested. Provide legal assistance, advise and/or represent Tribal administration and programs in such areas as personnel policy, grievances, program appeals, program eligibility, compliance with applicable law and regulations and constitutional and civil rights compliance/responsibilities. Provide legal assistance to programs in the development and application of program activities. Maintain current knowledge of statutes and new legislation affecting Tribal activities. Interpret Federal, State, and Tribal Law as it applies to Tribal program development and application. Develop or revise ordinances and policies. Develop annual departmental budget and oversee the expenditures. Supervise and direct department personnel. Direct preparation of departmental reports. Assists Tribal Attorney on issues of Tribal significance, and in other Tribal issues, at the Tribal Attorney's discretion. Coordinates department activities to the Tribal Attorney's overall legal strategy for the Tribe.

All new employees will serve a six-month probationary period to enable the General Manager to determine their suitability as a tribal employee. After the six-month probation the employee will be evaluated of his/her performance and at that time, it will be, decided if the employee is entitled to a regular employee status.

HOW TO APPLY:

All applicants must submit a **Tribal** "Application for Employment Form".

<http://www.ctsi.nsn.us/uploads/downloads/Employment/Application%20-%20CTSI%202017.pdf>

Applications must be received by the closing date of this announcement to receive consideration.

TO RECEIVE CREDIT FOR TRAINING OR EDUCATION, DOCUMENTATION MUST BE PROVIDED.

If applying for more than one position, separate applications will be required for each position. The high school diploma/GED requirement will be waived for Tribal Elders

SEND APPLICATIONS TO: Confederated Tribes of Siletz Indians
Attn: Human Resources Department
P.O. Box 549
Siletz, OR 97380

Fax number 541-444-8375 or 1-800-922-1399 ext. 1375
Human Resources 1-800-922-1399 ext. 1274
Website www.ctsi.nsn.us
Email hrdepartment@ctsi.nsn.us

Conditions of Employment:

The selectee will be required to submit to a urinalysis to screen for illegal drug use before employment.

May need to provide DMV Driver Record and proof of Automobile insurance.

The Tribe's Indian Preference Policy will apply. Tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, and non-membership in an employee organization.

