



MICCOSUKEE TRIBE OF INDIANS

Legal Department

STAFF ATTORNEY | Position Summary

Job Summary:

The Legal Department provides legal services to the Miccosukee Tribe of Indians of Florida, including, the elected officials of the Tribe, the Business Council, Tribal departments, and members of the Miccosukee Tribe. The Staff Attorney provides legal support to the In-House General Counsel on a variety of matters, including but not limited to, Real Estate, Employment, Indian Gaming, and Environmental issues. The Staff Attorney's primary focus is on contractual matters of the Tribe.

Essential Functions:

1. Provides prompt, accurate legal support to In-House General Counsel on assigned matters;
2. Focuses primarily on contractual matters of the Tribe, drafting and reviewing contracts;
3. Utilizes a variety of legal research tools as well as public information databases and other automated resources to research assigned legal matters, and to participate in assigned areas of legal proceedings;
4. Works closely to guide legal staff on legal research, drafting documents and other projects;
5. Supports legal staff to identify, assess and address general legal and quasi-legal concerns;

Required:

1. Excellent written, verbal, and interpersonal communication skills;
2. Exercise sound judgment, and discretion in problem solving ability with little or no oversight;
3. Proficiency utilizing technology and software packages, including Microsoft Office Suite.
4. Confidentiality and cultural sensitivity;

License: Juris Doctorate from a law school accredited by the American Bar Association. Currently admitted and eligible to the practice of law in the State of Florida

Minimum of three (3) years professional legal experience

Must not have had his/her license or admission to practice suspended or revoked in any state or tribal jurisdiction.