

# Grand Traverse Band of Ottawa and Chippewa Indians



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## Legal Affairs Administrator - Suttons Bay, MI

03-Feb-2022 to Until Filled (EST)   Department 13 Legal   Suttons Bay, MI, USA   \$ 57,729   Salary   Full Time  
 Peshawbestown, MI  
 Major Medical, Dental & Prescription, Vision, Life Insurance, 401(k) Plan, PTO & Holidays, Short & Long-Term Disability Coverage, AFLAC

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### SUMMARY

The Paralegal/Program Director (Legal Affairs Administrator) will work closely with the General Counsel to ensure the efficient, competent, and effective daily operations of the Legal Department in its role as legal counsel to the Tribal Council; and in its role as a legal resource to the various departments of the Grand Traverse Band of Ottawa & Chippewa Indians. This position will provide direct legal administration within the legal department regarding all aspects of the GTB's governmental environment, to include, but not be limited to, the following duties:

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain program book related duties as Program Director for legal department, to include:
  - Budgeting/budget modifications, monthly program reports, baseline measures, check request processing, purchase order processing, program recodes, program contractual agreements (implementation/administration) and monthly GSR review/corrections.
  - Processing work orders with maintenance, legal staff membership dues processing, quarterly reviews, and assistance to other departments on legal issues.
  - Compiling staff meeting minutes and department submission for membership meetings.
- Maintain Administrative Appeal Board (AAB) files.
- Maintain and administer 2% program, to include:
  - Process 2% application, creation/maintenance of 2% statistics, and maintenance of files, organize 2% cycle applications.
  - Summarize applications/provide spreadsheet for Tribal Council review.
  - File management to include Michigan Gaming Control oversight of 2% gaming revenue.
  - Maintain internal contact relationship with EDC accounting for 2% distributions
  - Coordinate working session with Tribal Council.
  - Administration of government to government agreements, and processing of 2% regret/congratulation letters
- Maintain GTB UCC filings.
- Compile all legislation for annual updates to the GTB codebook.
- Maintain 30-day postings for GTB proposed rules, regulations & laws.
- Draft resolutions, motions and ordinances for tribal law, as directed by the tribal attorney(s) and/or general counsel.
- Provide office management, administrative assistant, and paralegal skills, to include:
  - Typing, transcribing, word processing, correspondence/memos, daily mail, phone contacts/messaging, and various email correspondence.
- Preparation of legal documents, monthly, quarterly, and annual reports.
- Conduct legal research, legal drafting, policy drafting, court filings, contract review, establish tickler system, file management (litigation/matter files/electronic/physical files)

- Provide Tribal Council assistance as directed, as well as assistance to tribal members, per Tribal Council direction.
- Maintain legal documents in compliance with Federal, State and Tribal laws/regulations
- Maintain filing system (hard copy and computer).
- Maintain law library/legal research.
- Type correspondence and documents from dictation or handwritten documents.
- Computer data entry and maintain statistics (baseline measures).
- Maintain calendar, schedule appointments, make travel arrangements, and answer the telephone.
- Maintain inventory of office supplies.
- Must maintain highest level of confidentiality on all matters involved in this position.
- Allocate and reprogram resources within the department as required to accommodate changing conditions.
- Responsible for oversight of the preparation of budgets involving all operational activities within the department.
- Makes timely in-depth, fiscal reports of legal program with the program/activity supervisors.
- Makes factual assessments and determines program shortcomings, their underlying causes, and determines measures required to preclude their recurrence.
- Prioritizes departmental requirements and resources.
- Determines and coordinates departmental and program requirements.
- Assesses the value of services and the achievement of program objectives and goals through visits and discussions with QED through quarterly reviews.
- Establishes necessary internal controls and safeguards to protect Government owned resources against fraud, waste, and abuse.
- Recommends changes to correct unusual or recurring problems this done if needed in Tribal Council quarterly reports.
- Keeps supervisor updated on significant actions planned, in process, or completed, and on problems of interest to the legal department.
- Provides assistance to tribal attorney(s) and general counsel on preparing Department determinations to ensure uniformity and consistency in carrying out policy and operational activities.
- Represents the department and the tribe at meetings that relate to Department programs, as directed by the General Counsel.
- Adheres to sound business principles in managing activities that involve legal department budget; monitors internal controls in all activities to maintain financially stable operation; assures that departmental budgetary goals are achieved.
- Other duties as assigned.

#### **OTHER SKILLS AND ABILITIES**

- Must be computer literate, have working knowledge of database management, financial software; and law related programs, e.g., internet and database research, Westlaw, ICLE materials, concordance database, use of Microsoft Office Professional Edition 2003, Lexis, and other legal software; Excel, Word and other computer software; in addition, emphasis on Indian law web and blog sites.
- Attention to detail and accuracy is essential as well as the ability to handle multiple tasks at one time, and work independently with minimal supervision. Demonstrate superior organizational skills.
- Other duties as directed or assigned.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Exceptional detail and follow-up skills.
- Able to effectively establish priorities and meet deadlines.
- Ability to quickly evaluate alternatives and decide on a plan of action.
- Must have a strong commitment to Indian people and the development of Tribal governments.

#### **SUPERVISORY RESPONSIBILITIES**

No supervisory responsibility is required.

#### **EDUCATION and/or EXPERIENCE**

- Bachelors' Degree in a law related field required, with post-graduate training desired. At least two years of experience in paralegal field.
- Must have GTB Program Directors' Training, or obtain within one year of employment.
- Advanced knowledge of business and accounting systems and methods.
- Advanced knowledge of applicable law, regulations, rules, procedures, and administration is required.
- Advanced knowledge of budgeting, planning, control methods, and applications.
- Advanced proficiency in computers, including Microsoft Office products and database applications, e-mail and Internet.

#### **DRIVING REQUIREMENTS**

Must have a valid driver's license and be insurable by the GTB insurance carrier.

## EQUIPMENT TO BE USED

Computer, copier, fax machine, and phone.

## TYPICAL PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

## TYPICAL MENTAL DEMANDS

Must be able to deal effectively with employees, court personnel, and consultants at all levels.

## WORKING CONDITIONS

Work is performed in an office setting. Some travel may be required.

## COMMENTS

Native American Preference will apply. Must be willing and pass a background investigation and a drug and alcohol urinalysis as a condition of employment. Extreme confidentiality must be adhered to at all times due to access of such private and personal client information.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time through approved motion by Tribal Council. \* Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Director of Human Resources.*

## Apply Now

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**What is your full name?**

First Name\*

Last Name\*

**How can we contact you?**

Email\*

Phone Number\*

Cell



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- > GTB Illness Prevention
- > Grand Traverse Band of Ottawa and Chippewa Indians
- > Grand Traverse Resort and CasinoS

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