

Job Description

Position: In-House Legal Counsel to the Chief of Staff
(Political)

Salary: TO BE DETERMINED BY TRIBAL COUNCIL AT TIME OF HIRE
CONSISTENT WITH PREVAILING COMPENSATION FOR
COMPARABLE POSITIONS WITHIN THE TRIBE AND TRIBAL
BUDGET

Program: Office of the Chief of Staff

Location: Pine Ridge, So. Dak.

Opening Date:

Closing Date:

General Description of Duties:

The In-House Legal Counsel to the Chief of Staff will perform all the duties as set forth in Ordinance No. 18-___ and is subject to the provisions set forth in Ordinance No. 18-___. The In-House Legal Counsel to the Chief of Staff shall provide legal counsel to the Chief of Staff and Administrative Officers and shall represent the Tribe in legal proceedings, as assigned. The position shall be directly responsible to and under the supervision of the Chief of Staff as set forth in Ordinance No. 18-___. The position is a political appointment and served at-will, with a term limit of two-years with the possibility of reappointment.

In the event of any conflict between this job description and Ordinance No. 18-___, the Ordinance shall prevail.

Specific Duties:

1. Provide legal advice.
2. Assist in conducting orientation for incoming Tribal Council officials.
3. Conduct training for tribal programs as needed.
4. Accompany the Chief of Staff and Administrative Officers to meetings as assigned.
5. Provide general support to the Oglala Sioux Tribe governmental and its entities.
6. Assist in the preparation of legal briefs as assigned by the Chief of Staff.
7. Provide legal support for negotiating Tribal agreements with federal, state and county governments.
8. Represent the Oglala Sioux Tribe on outside tasks forces, commissions and other bodies as assigned.
9. Assist in working with the Tribal Secretary's Office and Archives Department to integrate changes in Tribal law.
10. Provide mediation of disputes as assigned.
11. Prepare legal briefs as assigned by the Chief of Staff.
12. Assist in negotiating Tribal agreements with federal, state and county governments regarding the provision of services and/or regulations.

13. Recommend and draft new Ordinances and/or changes to Tribal law.
14. Work independently and in cooperation with many entities.
15. Review proposed termination documents prior to being served.
16. Represent the Chief of Staff and Tribal Program Directors in legal proceedings, as assigned.
17. Other related duties as assigned by the Chief of Staff.

Requirements and Knowledge:

1. Sitting and/or standing for long periods, long work hours, including some evenings and weekends and frequent travel.

Qualifications:

1. Must have a Juris Doctorate (J.D.) Degree with coursework in Indian Law from an ABA accredited law school; be licensed in any state; become licensed in the Oglala Sioux Tribal Court; and be able to become licensed in South Dakota within one (1) year of employment with the Oglala Sioux Tribe.
2. Must have a minimum of three (3) years of professional legal experience in Tribal practice.