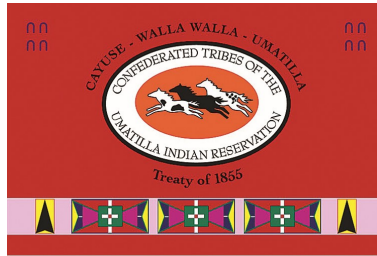


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Lead Attorney

**SALARY:** Range 20-21  
Salary \$200,000 – \$230,000 annual  
DOE/DOQ

**DEPARTMENT:** Department of Administration, Office of Legal Counsel

**LOCATION:** Position is located at Nixyaawii Governance Center, Mission, Oregon,  
Confederated Tribes of the Umatilla Indian Reservation

**EMPLOYMENT STATUS:** Full Time with benefits package  
Exempt status position  
Eligible for Remote Work 20% (Oregon and Washington) in compliance with  
the Tribal Personnel Policies

**SUPERVISED BY:** Board of Trustees through the Executive Director (for administrative  
purposes)

**OPENING DATE:** July 12, 2022

**CLOSING DATE:** August 5, 2022 for first review, and open until filled.

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

## GENERAL STATEMENT OF DUTIES

The Lead Attorney represents the Board of Trustees and manages the Office of Legal Counsel along with its associated contracts. Through representation of the Board of Trustees, the Office of Legal Counsel provides centralized representation to all tribal departments, managers, and staff.

## EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

### **A. Executive Level Management of the Office of Legal Counsel**

1. Bear primary responsibility to the Board of Trustees and the Executive Director for the performance of the Office of Legal Counsel. Serve as primary representative of the Office of Legal Counsel in tribal administrative matters. Serve as primary legal contact for the Board and Executive Director regarding emergency or impromptu legal matters. Serve as the Tribes' primary liaison with the U.S. Department of Justice, Oregon Department of Justice, and similar government attorneys and entities.
2. Oversee pass through funding and contracts for Legal Aid Services to CTUIR members.
3. Supervise the attorneys and staff of the Office of Legal Counsel in compliance with the Tribal Personnel Policies Manual, including assigning tasks, conducting annual performance evaluations, determining eligibility for merit raises, disciplining misconduct, training and developing a competent work staff for the Office of Legal Counsel.
4. Supervise contract attorneys working for the tribal government, including managing the budget for these services, reviewing billing statements, evaluating performance, making recommendations regarding their contracts, assigning and reassigning tasks and assuring that their work is coordinated with the work of other tribal legal staff.
5. Manage the work flow of the Office of Legal Counsel; monitor the rate and relative weight of work requests, the relative load being carried by each contract and staff attorney, and the progress of each attorney in fulfilling his or her assignments; keep the various attorneys and staff aware of each other's projects and progress; and adjust the work load of each attorney as necessary to maintain productivity and morale.
6. Prepare and manage the work plan of the Office of Legal Counsel.
7. Prepare and manage the Office of Legal Counsel budget and authorize, by signature, all purchase orders, timesheets, leave request forms, travel reports and other financial reporting documents to ensure compliance with the CTUIR Fiscal Management Policies.

### **B. General Legal Counsel**

1. Provide general legal counsel to the Board of Trustees, and its agents such as administrative staff, department directors, program managers, professional staff, subsidiary bodies of the Board, enterprises, chartered authorities and other entities of the Tribes.
2. Research and strategic advising on matters affecting the legal rights and interests of the tribal government.
3. Advise the Board of Trustees and its agents concerning the tribe's legal rights and interests and develop strategies to promote and protect those interests. This duty includes risk management, liability, and audit compliance strategies and defense.
4. Litigate on behalf of the tribe before tribal, and foreign courts, and administrative agencies.
5. Recommend legislation (for tribal, federal, state and local legislative bodies) promoting and defending the legal rights and interests of the tribal government, tribal members and the reservation community.
6. Develop recommended legal agreements that promote and protect the legal rights and interests of the tribal government.
7. Negotiate settlements and agreements on behalf of the tribal government.

8. In coordination with CTUIR Communications, advocate on behalf of the tribal government before the executive officials, legislative bodies and administrative bodies of tribal, federal, state and local governments.
9. Conduct public relations promoting and defending the tribal government's legal rights and interests.
10. Abide by the disciplinary rules and other requirements of the bar associations of which the attorney is a member as well as any disciplinary rules adopted by the Tribes to govern attorney practice on the Reservation. Maintain a high level of professionalism and ethics at all times.
11. Comply with all Tribal laws and all financial and administrative policies and procedures.

**SUPERVISORY AUTHORITY:**

Staff and attorneys of the Office of Legal Counsel; Contract and Outside counsel attorneys; Legal Aid Services contracts; and other miscellaneous legal services contracts

**SIGNATORY AUTHORITY:**

All the normal documentation that requires a departmental signature: Annual Evaluations of legal staff, travel requests, purchase requests, leave requests, time sheets, etc.

**ACCESS TO SENSITIVE AREAS:**

Office of Legal Counsel, records storage areas, certain areas of the Nixyaawii Governance Building.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Juris Doctor degree from an accredited law school;
2. Active membership in the Oregon State Bar in good standing, or be able to be admitted within 6 months of employment;
3. Must have a minimum of five (5) years experience as a lawyer in good standing providing counsel to an Indian tribe or tribes, with preference for at least ten (10) years experience;
4. Demonstrated experience in managing a law office systems, coaching and supervising staff, managing a budget and directing the achievement of departmental goals and objectives suitable for this executive level position.
5. Demonstrated ability to work well with clients and others.
6. Demonstrated ability to work with minimal supervision, ability to organize in an efficient and designed manner, and to handle multiple projects in a timely manner;
7. Demonstrated ability to communicate the law and complex ideas working with various CTUIR departments and programs, including presentations before committees and commissions and the Board of Trustees;
8. Demonstrated experience in trial and appellate practice, and oversight of complex litigation involving tribal interests;
9. Demonstrated experience in developing strategic outcomes that integrate governance tools such as code or policy drafting, litigation or settlement, MOU/MOA's, legislation, and management to propel strong government to government principles;
10. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
11. Must possess a valid driver's license and ability to meet CTUIR/GSA insurance requirements; and

11. Must have a working knowledge of computer operations and software programs typically used in a legal setting, including: Microsoft Windows, Microsoft Word, Westlaw, Google and other software commonly used by the legal profession; and

#### PHYSICAL DEMANDS:

1. Ability to sit for long hours at a computer using a keyboard and mouse.
2. Ability to handle the stress of litigation, public speaking, and high work demands.
3. Ability to lift items up to 25 lbs. over shoulder height (This one because of putting heavy files up on shelves).
4. Ability to sit for long hours while traveling.

Pursuant to the CTUIR Workers Benefit Code, Section 4.02.A. All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties."

#### SELECTION PROCESS:

Tribal Personnel Policy Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.05.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

**A. To be considered for first review screening, please submit:**

1. **Cover letter** explaining your qualifications and experience relevant to the functions of this position. Candidates should indicate which tribe they are an enrolled member, if applicable.
2. **Personal resume** identifying your qualifications and experiences relevant to the functions of this position.

**B. Invitation for Interview:** Competitive applicants completing step A, and whom the employer wishes to interview will be requested to submit the following and schedule an interview:

3. **Completed Tribal Employment application.**
4. **Completed CTUIR's Supplemental Application.**
5. **Writing Sample.**
6. **Copy of law school transcript.**
7. **Tribal and Indian preference:** Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. **Veteran's preference:** Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

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Approved: JueJue Withers-Lyons, Assistant Director, Office of  
Human Resources

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Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date