



JOB DESCRIPTION

The Tulalip Tribes publicly announces that Native Preference to hiring shall apply to the Tulalip Tribal job opportunities

Job Title	Senior Managing Attorney	Division	Board of Directors
Department	Office of Reservation Attorney	BOD, CAO, CEO, COO	BOD
Location	6406 Marine Dr. Tulalip, WA	Travel Required:	Yes
Pay Grade	\$DOE	Position Type	Full Time
Background Tier	Tier II	Classification	Exempt
Skills Testing Required	No	Safety Sensitive	No
Supervisor	Direct Report to the BOD	Subordinate(s)	Yes

JOB SUMMARY

The Senior Managing Attorney shall represent the Tulalip government in all judicial and administrative forums and in the Tribes governmental and business relations with all persons, organizations and entities, public and private. They should have experience in the following areas of law: environmental, land use, leasing, planning and zoning, and litigation, commercial transactions, contracts, construction, finance, tax, health care, jurisdictional, employment law, and executive, legislative and judicial functions of tribal government. This position will require the candidate to represent the Tulalip Tribes in litigation in the Tulalip Tribal Court, State Court and Federal Court.

ESSENTIAL JOB DUTIES

1. Provide legal advice and services to the Board of Directors and Tribal Departments, enterprises and agencies on legal issues and matters.
2. Monitor legal developments in state and federal courts that may impact tribal sovereignty and operations.
3. Draft, review and negotiate contracts on behalf of the Tribes, its agencies and enterprises.
4. Amend and draft Tribal law and policy
5. Supervise and coordinate the work of the Reservation Attorneys and/or other attorneys or personnel as directed by the Board of Directors.
6. Develop an effective team to achieve department goals in line with the Tulalip Tribes Mission, Vision, and Values. Engage, mentor, coach, supervise, train, and evaluate assigned employees.
7. Develop, manage, and authorize expenditures from assigned budgets.
8. Represent assigned department(s) to internal government audiences, the Tulalip Tribes community, and external agencies and organizations
9. Must maintain strict confidentiality and present a positive, professional demeanor and image at all times.
10. Use of personal vehicle as needed to fulfill work duties. Regular and satisfactory attendance and punctuality.
11. Other related job duties as assigned.

MINIMUM REQUIRED EDUCATION

- Juris Doctorate Degree from an ABA accredited law school.

MINIMUM RELATED EXPERIENCE

- Ten (10) years of overall experience practicing law



- Five (5) years in a supervisory/management role
- Experience in federal Indian law and/or working with Indian tribes

REQUIRED LICENSES/CERTIFICATIONS/PREREQUISITES

- WA State Driver's License & Personal Auto Insurance.
- Attorney must be a member of a Washington state bar, or the District of Columbia bar with the ability to become a Washington State Bar Association member. *will allow six (6) months from start date to obtain a WA state Bar Association. Must maintain as a condition of continued employment
- Licensed to practice law in the state of Washington.
- Licensed to practice law in Tulalip Tribal Courts *will allow six (6) months from start date to obtain, must maintain as a condition of continued employment.
- Attorney must be admitted to practice before the following courts: all Washington State Courts and the United States District Court.
- Certificate of Good Standing from licensing bar association.
- Employment is contingent upon successful completion of a pre-employment background check.

KNOWLEDGE OF

- Federal Indian law.
- Washington State Indian Law
- Tulalip Tribes Law and Order Code or be willing to learn, understand, appreciate and adapt to the referenced Code.
- Cultural competence or be willing to learn, understand, appreciate and adapt to Tribal Court environment and Indian culture.
- Organizations of Tribal Government, gaming entities, federally chartered Section 17 corporations and Quil Ceda Village organization.
- Legal Office practices, procedures, and equipment, including filing systems, paralegals, receptionist and telephone techniques, and letter/ report writing.

ABLE TO

- Work in a high stress environment and multi-task on a daily basis.
- Create own documents using Microsoft Office products.
- Have sufficient human relations skills to present a positive image of the department, convey technical information to others, and use patience and sensitivity in dealing with a diverse population.
- Understand, or be willing to understand, appreciate and adapt to the differences when working with Indian culture/lifestyles and the distinct differences within the Tribes.
- Work as a team player with varying levels of professionals.
- Work with a high level of integrity and work ethic.
- Exercise due diligence and adhere to the ethical standards of the WSBA rules of Professional Conduct.
- Write, use a pointing device, keyboard and operate a microcomputer.

PHYSICAL REQUIREMENTS

- Dexterity for the operation of computer, office machines and routine paperwork.
- Stamina to sit, stand, and/or walk for prolonged periods.
- Strength to lift objects weighing up to 25lbs. occasionally.

Reviewed By:	Tiana Hatch	Date:	5.26.2023
Approved By:	Misty Napeahi	Date:	04/26/23