LAC COURTE OREILLES TRIBAL GOVERNING BOARD

Pride of the Ojibwa

13394W Trepania Road. Hayward. Wisconsin. 54843
Phone 715-634-8934. Fax 715-634-4797

JOB OPENING

Tribal Attorney/Prosecutor

POSITION:	Tribal Attorney
LOCATION:	Lac Courte Oreilles Legal Department
SUPERVISORY CONTROL:	Lead Tribal Attorney
SALARY:	Negotiable – Dependent on Qualifications and Work Experience
CLOSING DATE:	Open Until Filled

QUALIFICATIONS:

- Must have a Juris Doctor from an accredited Law School.
- Must be a member in good standing of the State Bar of Wisconsin, or must become licensed following the next available bar exam.
- Admission to practice before the Federal Bar, or commitment to secure such eligibility within one year of hiring.
- General knowledge of Federal Indian law with emphasis on applicable current federal and state case law, statutes and regulations relating to Indian tribes. Knowledge of and experience with the operation of Federal, State and Tribal court systems. Individuals with experience in Federal Indian and Tribal law and litigation desired.
- Excellent oral and written communication skills, must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get a project completed.
- Proficiency in legal research techniques, superior electronic and library research skills, and thorough knowledge of legal and other resources.

- Ability to work with representatives of governmental units, including other Tribes, federal government, state government and local governmental entities.
- Exceptional ability to think on his or her feet and to identify and analyze legal issues and present legal theories.
- Highly independent and organized and able to manage significant number of matters simultaneously.
- Professional demeanor and appearance; and demonstrated ability to meet deadlines.
- Well-developed interpersonal skills and ability to work in a supportive and professional manner with other attorneys, support staff and client agencies.
- Thorough knowledge of and commitment to professional ethics.
- Excellent references with substantial personal knowledge of applicant's legal abilities.
- Valid state driver's license and able to meet minimum insurance requirements.
- Employment is contingent upon the satisfactory result of a Security Background Check, and pre-employment drug testing.

DUTIES AND RESPONSIBLITIES:

- To serve as a tribal attorney for the Lac Courte Oreilles Band of Lake Superior Chippewa Indians.
- Provides legal advice and assistance to the Lac Courte Oreilles Tribal Governing Board, tribal administrators, program and enterprise directors/managers.
- Prepares legal documents, including pleadings and legal opinions.
- Acts as agent of the Tribal Governing Board in various transactions.
- Represents the Tribe in court and before quasi-judicial or administrative agencies.
- Provides legal counsel and representation on Indian Child Welfare matters in state or tribal court.
- Maintains and revises the Tribal Court Code. Draft, review, revise and act as a consultant in regard to tribal legal codes and legislation for the various tribal entities or tribal enterprises.
- Reviews and assists in revision of personnel manuals, policies and procedures to ensure compliance with tribal and applicable federal laws.
- Serve as a Tribal Prosecutor for traffic citations, truancy, Child Welfare cases, employment matters, conservation matters and other civil litigation.
- Review all tribal contracts for legal sufficiency as may be assigned by the Lead Attorney.

- Represent the Tribe in regard to land acquisition, including fee to trust applications.
- Assist and serve on advisory committees.
- Performs other related duties as directed by the Tribal Governing Board and assigned by the Lead Attorney.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the Lead Attorney to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Return completed LCO Employment Application, resume, transcripts, and three references to:

Lac Courte Oreilles Tribal Government
Attn: Human Resources
13394W Trepania Road
Hayward, WI 54843

Preference will be extended first to Lac Courte Oreilles Tribal Members, to other American Indians then all other qualified applicants who meet the minimum qualifications of the position. This is in accordance with the Lac Courte Oreilles Personnel Policy Manual.