Lac Courte Oreilles Tribal Governing Board
Pride of the Ojibwe

13394 W Trepania Road
Hayward · Wisconsin · 54843
Phone (715) 634-8934 · Fax (715) 634-4797 · HR Fax (715) 699-1209

Tribal Prosecutor/Assistant Attorney General Job Posting

POSITION:	Tribal Prosecutor/Assistant Attorney General
POSTING DATE:	November 4, 2026
CLOSING DATE:	Open Until Filled
LOCATION:	Hayward WI, Office of the Attorney General (In-Person)
SUPERVISORY CONTROL:	Legal Director, Attorney General, & Deputy AG
SALARY:	80k-130k Based on Qualifications

QUALIFICATIONS:

- Must have a Juris Doctorate from an accredited Law School.
- Must be a member in good standing of the State Bar of Wisconsin, any other Bar, or must become licensed following the next available bar exam (WI Bar Admission may be required at the discretion of the Attorney General).
- General knowledge of Federal Indian law with emphasis on applicable current federal and state law, P.L.280, statutes and regulations relating to Indian tribes.
- Working knowledge of Federal, State and Tribal court systems. Individuals with experience in Federal Indian and Tribal law and litigation strongly preferred.
- 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 projects completed.
- Proficiency in legal research techniques, electronic and library research skills, and 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.
- Ability to identify and analyze legal issues and present legal theories.
- Independent, organized, multi-tasker whom is able to manage a significant number of matters simultaneously.

- Professional demeanor and appearance; can demonstrate the ability to meet deadlines in a fast paced environment.
- Well-developed interpersonal skills and ability to work in a supportive and professional manner with other attorneys, support staff and client agencies.
- Knowledge of and commitment to professional ethics.
- 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 RESPONSIBILITIES:

- Represent the Tribe in all Tribal Court proceedings and before quasi-judicial or administrative agencies as directed.
- Serve as the Tribal Prosecutor/Assistant Attorney General for all tribal matters, including but not limited to: employment appeals, traffic, conservation, truancy, Indian Child Welfare, housing, election appeals, child support conflict cases as assigned, and other legal matters on behalf of the Tribe.
- Prepare legal documents, including not limited to: pleadings, legal opinions, motions, and proposed orders.
- Draft, review, and revise Tribal law, codes, ordinances, and legislative documents for various tribal entities or tribal enterprises as directed by the Attorney General.
- Review and assist in revision of personnel manuals, as well as policies and procedures, to ensure compliance with tribal and other applicable law.
- Advise and assist advisory committees.
- Perform other duties, including, but not limited to contract reviews, attend meetings, assist with tribal boards and committees as assigned by the Attorney General, Deputy Attorney General, and Legal Support Specialist.

Application Procedure:

Interested applicants should complete and submit the following:

1. An LCO Employment Application.
2. Release and Authorization Forms.
3. Current resume.
4. Copy of unofficial law school transcripts with graduation date (if less than 3-years practicing law).
5. Certificate of Good Standing for any jurisdiction where licensed.
6. Two (2) personal references.
7. Proof of enrollment if claiming tribal employment preference.

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209

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Applicants are hereby notified that if two candidates have the same level of experience, abilities, and demonstrated knowledge as determined by the Attorney General, Tribal Employment Preference will be extended first to Lac Courte Oreilles Tribal Members, then to other enrolled members of other tribes, then all other qualified applicants who meet the minimum qualifications of the position. This hiring preference is in accordance with the Lac Courte Oreilles Personnel Policy Manual.