

SAUK-SUIATLE
INDIAN TRIBE



5318 Chief Brown Lane
Darrington, Washington 98241

(360) 436-0131

(360) 435-8366

FAX (360) 436-1511

**JOB ANNOUNCEMENT
Tribal Staff Attorney**

Salary: DOQ

Works under the general supervision of General Manager, the Tribal Council Chairman and the Tribal Secretary, and works in coordination with Sauk-Suiattle Tribal Council.

**SAUK SUIATLE INDIAN TRIBE (SSIT)
POSITION DESCRIPTION**

Job Title: Tribal Staff Attorney
Department: Administration
Supervisor: General Manager
FLSA Status: Exempt
Prepared by: Personnel
Approved By: General Manager

C.A.O.:

Date: 06/17/03

Date: 06/18/03

Budget Distribution: Tribal Gaming Allotment future Indirect Cost

SUMMARY: Provide legal services to the benefit of Sauk-Suiattle Indian Tribe (SSIT) covering a broad range of Tribal Government and Federal Indian Law issues. The Tribal Attorney(s) must be committed to the goals, values and policies that work toward achieving the vision of the SSIT. Develops and implements Tribal Teamwork. Travel and working odd hours are required.

NATIVE AMERICAN PREFERENCE APPLIES. VETERAN PREFERENCE APPLIES.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a) Principal areas of practice include, but is not limited to - Personnel issues; Natural Resource and cultural preservation; Treaty Rights; Zoning and Land use; Water rights; Utilities; Environmental Protection; Indian Gaming;

- a) Tribal Court; Law Enforcement; Business and Economic Development; State-Tribal Federal jurisdictional issues.
- b) Appear and represent the SSIT in challenges or litigation before administrative agencies and State, Federal and Tribal Courts.
- c) Assist other Tribal Attorneys, when applicable, in litigation, or with research of legal issues.
- d) Assists with code development.
- e) Proves a written or oral opinion on legal issues affecting the Tribe.
- f) Proves or reviews consultation on tribal governmental issues.
- g) Prepares contracts, ordinances, resolutions, legislation and other legal documents for the Tribe, and to prepare correspondence and other documents stating the legal position of the Tribe
- h) Attends meetings of the Tribal Council and other committees, boards, agencies and projects of the Tribe, and participates as legal representative of the Tribe in negotiations and other meetings affecting tribal interests on as needed basis.
- i) Provides legal services for the Tribal Council or specific designated Tribal agencies; Tribal Boards/Committees, Commissions, Courts, and Departments, to the extent such assistance is consistent with priorities established by the Tribal Council.
- j) Establishes, maintains and/or enhances the Tribe's legal program.
- k) Other duties as assigned.

II. QUALIFICATIONS TO PERFORM THIS JOB SUCCESSFULLY:

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1) EDUCATION AND/OR EXPERIENCE:

- a) Graduation from an accredited law school.
- b) Thorough Knowledge of Federal Indian Law.
- c) Strong preference for attorney with one or more of the following attributes listed in order of priority.
 - i) Experience representing Indian Tribes before federal, state, and tribal courts and administrative bodies.
 - ii) Legal Experience in code or ordinance development
- d) Applicant must be knowledgeable of Indian programs and legislation.
- e) Understand and have a working knowledge of all funding sources that the SSIT utilizes such as; PL 93-638; Federal, State, audit standards and financial circular; and other program laws and regulations that govern SSIT's grants and contracts.

- 2) **CERTIFICATES, LICENSES, REGISTRATION:**
- a) Licensed to practice in Washington State or willing to take and pass the next Washington State Bar Exam.
 - b) Licensed to practice in Federal Court or willing to take and pass the required Bar Exam.
 - c) Valid current Washington Driver's License, passes a Criminal History Background Check. Must be bondable and pass a pre-employment drug screening.
- 3) **LANGUAGE SKILLS:**
- a) Ability to read and comprehend simple to complex legal records, composes, correspondence, and memos. Present information effectively to either individuals or small or large groups to those who may have varying knowledge and skills. Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches, proposals and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- 4) **MATHEMATICAL SKILLS:**
- a) Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; Able to understand and work with complex budgets; evaluate numerical data and statistics.
- 5) **COMPUTER SKILLS:**
- a) Must be familiar with computer operations including the use of Internet and E-mail, Networking, MS-Windows, MS-Office, Word Perfect, Adobe Acrobat, and possess strong typing/keyboarding skills.
- 6) **REASONING ABILITY:**
- a) Ability to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to define problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- 7) **CULTURALLY SENSITIVE:**
- a) This employee must be culturally sensitive to the customs, traditions and sovereign status of the SSIT.

III. PHYSICAL DEMANDS:

- 1) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions on this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - a. While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee is occasionally required to stand; walk, use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions, and ability to adjust focus.

IV. WORK ENVIRONMENT:

- 1) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
 - a. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually quiet but may be noisy at times.

THE SAUK-SUIATTLE INDIAN TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER:

SSIT actively encourages applications from all persons regardless of race, religion, gender, age, national origin, marital status, or ancestry. Indian preference will be applied to the selection for this position as defined in Title 25, US Code Section 473.

TRIBAL COUNCIL RESERVED RIGHTS:

The Sauk-Suiattle Indian Tribal Council has the right to change the position description at any time. The statements contained herein reflect general details as necessary to describe the principal function of the job, the level of knowledge and skills typically required, and the scope of responsibilities. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

CULTURALLY SENSITIVE: This employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk Suiattle Indian Tribe.

EMPLOYMENT CONDITIONS

- Request an application packet from the Sauk-Suiattle Indian Tribe by calling 360-436-0131.
- Include a cover letter identifying why you feel you are qualified for this position
- Fill out application packet completely, do not write, "see resume."
- Include current resume and list three work-related references.
- Return completed packet application by Wednesday, June 25.

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Darrington, WA 98241

NATIVE AMERICAN AND VETERAN PREFERENCES APPLY