



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Staff Attorney I - Deputy Tribal Prosecutor
Office of the Reservation Attorney (ORA)

Re-Advertised

OPEN: July 30, 2018

EXEMPT:

SALARY GRADE: 11(\$33.18-\$37.16)

SHIFT: Days

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: September 11, 2018

JOB CODE:

DIVISION: Tribal Prosecutor

DEPARTMENT: ORA

SUPERVISOR: Tribal Prosecutor

VACANCIES: 2

JOB SUMMARY: The Deputy Tribal Prosecutor works within the Office of the Reservation Attorney under the direction of the Tribal Prosecutor and represents the Lummi Nation in criminal and civil proceedings before tribal, federal, state, and local courts.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Represent the Nation in Tribal Court and Court of Appeals on criminal offenses, including civil traffic, environmental and natural resource violations, civil forfeiture, exclusion, and juvenile delinquency proceedings,
2. Represent the Nation in other tribal, federal, state, and local courts as directed.
3. Manage a large caseload requiring preparation for trial, including pretrial investigations, consulting with tribal law enforcement officers, other law enforcement agencies and witnesses, and negotiating with defense counsel.
4. Complete legal research and writing necessary for the preparation of complaints, motions, pleadings, and other court documents.
5. Work as a cooperative member of rehabilitative justice programs.
6. Perform job duties in a manner consistent with ethical standards and with assurance that justice is upheld under the Lummi Code of Laws.
7. Continue professional development, including continuing legal education and/or training in the areas of Indian law, criminal law, law enforcement, and other issues relevant to job duties.
8. Complete other legal assignments and projects designated by the Reservation Attorney, including, but not limited to, code drafting and civil legal research and proceedings.

MINIMUM QUALIFICATIONS

- Graduate of accredited law school and member in good standing of the Washington State Bar Association or licensed in good standing in another State and able to obtain admission in Washington within 6 months of hire.
- Member of the Lummi Nation Tribal Court Bar in good standing or willing to become a member within the first 30 days of employment.
- 1 years of active, relevant legal experience *preferred*; criminal litigation experience *preferred*.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.

- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of tribal, federal and state law, and jurisdictional issues related to enforcement of tribal criminal laws.
- Excellent writing, communication, research, negotiation, and courtroom skills.
- Excellent judgment and good decision-making capabilities.
- Ability to deal well with people in highly emotional and adversarial situations, to communicate well with people of all ages, and to speak clearly and intelligently with groups of people.
- Ability to establish and maintain effective working relationships with Tribal officials, fellow employees and the general public, to work as a cooperative team member within the Office of the Reservation Attorney, on court-related projects and other projects as assigned.
- Working knowledge and understanding of the Indian community and its people, including traditions and customs.
- Proficient using a computer for writing documents. Experience or education in spread sheets (e.g. Excel) and databases (e.g. Access).
- Familiar with and comply with the Washington State Rule of Professional Conduct.
- Dependable and trustworthy.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires an extensive Criminal Background Check.
- Lummi/Native American/Veteran preference policy applies.
- Must be able to work flexible hours.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.