



# 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 III

Office of the Reservation Attorney (ORA)

**OPEN:** January 14, 2020

**EXEMPT:** Yes

**SALARY:** 13 - \$43.88 to \$49.15 per hour

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** ORA

**SUPERVISOR:** Legal Director

**VACANCIES:** 1

**JOB SUMMARY:** Staff Attorney III works within the Office of the Reservation Attorney for the Lummi Nation performing duties primarily concerning tribal and cultural sovereignty, and self-governance, with a special emphasis on protecting treaty fishing and hunting rights. Provides services for the Lummi Nation departments and entities on a broad range of issues as assigned. Job performance of the Staff Attorney III is evaluated by the Legal Director.

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

1. Assist as the lead staff attorney in judicial proceedings and litigation in *United States v. Washington*, and related matters, in federal and state courts.
2. Attend meet and confers and participate in a persuasive manner.
3. Provide legal services, advice and representation to the Lummi Indian Business Council and all departments, divisions, programs, enterprises, and entities on a broad range of legal issues including, without limitation, tribal sovereignty, cultural sovereignty, self-governance, and environmental matters.
4. Write persuasive court documents, including without limitation, appellate briefs, motion, petitions, temporary restraining orders, responsive pleadings, orders, and other complex documents.
5. Assist as the lead attorney in the resolution of complex legal issues impacting the Nation, its departments, and entities.
6. Manage multiple complex legal issues and complex litigation cases.
7. Participate in major legal actions.
8. Understand laws in Lummi Code of Laws, federal, state or other laws.
9. Represent the Lummi Nation in judicial and administrative proceedings.
10. Perform legal research and writings for the preparation of court documents, contracts, resolutions, memorandums, and other documents.
11. Negotiate draft, and review contracts, government-to-government agreements.
12. Draft and review resolutions, forms, policies, and procedures.
13. Maintain case and research files according to established office systems and follow general office procedures.
14. Perform job duties per ethical standards, including compliance with the Washington State Rules of Professional Conduct, and assure justice is upheld under the Lummi Code of Laws.

15. Perform other legal assignments as designated by the Legal Director.

**MINIMUM QUALIFICATIONS:**

- 5 years trial experience in federal court.
- 10 years of active, relevant legal experience.
- 5 years knowledge of tribal law, including treaty rights law preferred.
- Graduate of ABA accredited law school with a Juris Doctor degree.
- Member in good standing of the Washington State Bar Association, or by motion within 6 months of employment.
- Admission to the United States District Court of Washington, United States Ninth Circuit Court of Appeals and United States Supreme Court eligible.
- Admission to the Lummi Nation Tribal Court Bar within the first 30 days of employment.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Required to remain in good standing in the Washington State Bar and all courts.
- Extensive knowledge of tribal, federal and state law, including without limitation, treaty rights, water rights, fishing rights, and related rights.
- Trial litigation skills.
- Excellent legal research skills to prepare legal documents, per court rules and laws.
- Excellent writing skills with proven court document drafting skills.
- Excellent presentation skills, especially court oral arguments.
- Ability to manage highly confidential information and ORA matters with professionalism, unquestionable integrity, and maintain strict confidences at all times.
- Excellent judgment and good decision making abilities.
- Ability to organize and maintain clear, concise and accurate records per office policies.
- Ability to use preventative techniques to avoid lawsuits and adverse court actions.
- Ability to draft and review tribal codes.
- Ability to work flexible hours, travel overnight and be dependable.
- Ability to work well with people in highly emotional and adversarial situations.
- Ability to speak clearly and intelligently on complex legal issues.
- Ability to collaborate and maintain effective working relationships with Tribal Council members, supervisors, coworkers, and tribal members.
- Ability to work independently and as a cooperative team member within the ORA and LIBC.
- Knowledge and understanding of the Native American community and its people, including traditions and customs, and a willingness to learn about the Lummi community.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Must pass a criminal background check.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. **Submit LIBC application, cover letter, court writing sample, resume & two 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.