



# 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

Office of the Reservation Attorney (ORA)

**OPEN:** May 10, 2021

**EXEMPT:** Yes

**SALARY:** (11) \$33.18-\$37.16 p/h DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** Until Filed

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** ORA

**SUPERVISOR:** Legal Director

**VACANCIES:** 1

**JOB SUMMARY:** Staff Attorney I works within the Office of the Reservation Attorney for the Lummi Nation representing and assisting the Lummi Nation Child Support Program. Job performance of the Staff Attorney I is evaluated by the Legal Director in consultation with the Lummi Child Support Program Director.

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

1. Provide legal advice and representation to the Lummi Nation Child Support Program.
2. Knowledge of child support law in Lummi Code of Laws, and state or other laws.
3. Represent the Lummi Nation in judicial and administrative proceedings to obtain and enforce child support and paternity actions.
4. Perform legal research and writings for the preparation of complaints, motions, pleadings, and other documents.
5. Maintain case and research files according to established office systems and follow general office procedures.
6. Perform job duties in a manner consistent with ethical standards, including compliance with the Washington State Rules of Professional Conduct, and assure justice is upheld under the Lummi Code of Laws.
7. Complete other legal assignments and projects as designated by the Legal Director, including, but not limited to, code drafting, civil legal research, and proceedings that foster the goals and objectives of the Lummi Nation Child Support Program.
8. Continue professional development through Continuing Legal Education and/or training in the areas of Indian Law or other issues relevant to job duties, as approved in accordance with Lummi Nation's policies and procedures.
9. Travel locally and out of state as necessary to represent the Lummi Nation Child Support Program at inter-jurisdictional forums, as approved in accordance with the Lummi Nation's policies and procedures.

### **MINIMUM QUALIFICATIONS:**

- Graduate of accredited law school.

- Member in good standing of the Washington State Bar Association or able to obtain admission within 6 months of hire.
- Member of the Lummi Nation Tribal Court Bar in good standing or able to become a member within the first 5 days of employment.
- Entry level position.
- 1 year of law practice experience *required*.
- 1 years of active, relevant legal experience *preferred*.
- Familiarity with Native American culture *preferred*.
- 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:**

- Good working knowledge of tribal, federal and state law pertaining to Native Americans preferred.
- Knowledge of laws relevant to child support and paternity proceedings.
- Some litigation experience preferred.
- Familiar with and comply with the Washington State Rules of Professional Conduct.
- Excellent legal research skills and the ability to prepare legal memoranda and pleadings, and in accordance to tribal, federal, and state court rules.
- Ability to organize and maintain clear, concise and accurate records, and adhere to office policies and procedures.
- Excellent writing and oral communication skills.
- Ability to manage highly confidential information with professionalism, unquestionable integrity, and maintain strict confidences at all times.
- Excellent judgment and good decision making capabilities.
- Knowledge and understanding of the Indian community and its people, including traditions and customs, and a willingness to learn about the Lummi community.
- Ability to work well with people in highly emotional and adversarial situations.
- Ability to communicate well with people of all ages.
- Ability to speak clearly and intelligently.
- Ability to establish and maintain effective working relationships with Tribal officials, supervisor, coworkers, tribal members and the general public.
- Ability to work independently and as a cooperative team member within the ORA, in court-related projects and in other projects as assigned.
- Ability to work well as part of a team.

**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.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be trustworthy, dependable, and able to work flexible hours.
- Willingness to interact with the Lummi community during and/or after work hours is required.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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, **application, cover letter, resume, short writing sample & 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.