



# 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 or II  
Office of the Reservation Attorney

**OPEN:** January 4, 2019

**EXEMPT:** Yes

**SALARY:** 11 or 12 (\$33.18-\$42.74)

**SHIFT:** Days

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** January 15, 2019

**JOB CODE:**

**DIVISION:** Tribal Government

**DEPARTMENT:** Office of the Reservation Attorney

**SUPERVISOR:** Legal Director

**VACANCIES:** 1

**JOB SUMMARY:** The Staff Attorney I or II works within the Office of the Reservation Attorney (ORA) for the Lummi Nation, and its departments and entities, on a broad range of issues concerning or affecting tribal sovereignty and self-governance. Duties may include providing legal advice and representing the Nation, and its departments and entities, in judicial and administrative proceedings in tribal, federal and state forums. Job performance of the Staff Attorney I or II is evaluated by the Legal Director.

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

1. Provide legal advice and representation to the Nation, its departments and entities, in judicial and administrative proceedings in tribal, federal and state forums as assigned, primarily focused on human resource, law enforcement, informational technology, and/or communications matters, or other areas as assigned.
2. Revise Lummi Code of Laws.
3. Negotiate, prepare and review contracts.
4. Prepare and review resolutions, forms, and policies and procedures as directed.
5. Perform legal research and prepare memorandums of law on assigned topics.
6. Assist the Legal Director in the resolution of complex legal issues impacting the Nation, and its departments and entities.
7. Participate in major legal actions.
8. Maintain case and research files according to office systems and follow general office procedures.
9. Complete legal research and writings necessary for the preparation of complaints, motions, pleadings and other court documents.
10. Complete other legal assignments and projects as designated by the Legal Director, including, but not limited to, employee grievances.
11. Continue professional development through Continuing Legal Education and/or training in the areas of Indian Law or other issues relevant to job duties.
12. Perform job duties in a manner consistent with ethical standards and the assurance that justice is upheld under the Lummi Code of Laws, state laws, and federal laws as applicable.
13. Participate in Lummi community events during and/or after hours to gain perspective of the community served.
14. Keep up to date on the current law in your work area.
15. Litigation and attend court as required.

16. Perform duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduate of an 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 30 days of employment.
- 1 year of relevant Indian law experience *preferred*
- Working knowledge in human resource, employee benefits, HR policies and procedures, and/or employee grievance *preferred*
- 3 years experience in code writing, especially with Native American nations *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, ABILITIES AND SKILLS:**

- Knowledge of laws relevant to civil proceeding.
- Some litigation experience preferred.
- Good working knowledge of tribal, state and federal law pertaining to Native Americans and governments.
- Must have excellent writing, research, negotiations, and oral communication skills.
- Must have excellent legal research skills and ability to prepare legal opinions and pleadings, 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.
- Ability to deal well with people in highly emotional and adversarial situations.
- Ability to communicate well with people of all ages, cultural diversity, and different levels of government.
- Must have excellent judgment and good decision making capabilities.
- Ability to establish and maintain effective working relationships with tribal officials, supervisor, fellow employees, tribal members, and the general public.
- Ability to work as a cooperative team member within the ORA, in court-related projects and in other projects as assigned.
- Working knowledge and understanding of the Native American community and its people, including traditions and customs is preferred.
- Must have an interest in providing excellent service to a Native American nation.
- Must be familiar with and comply with all professional and ethical codes of conduct.
- Must be dependable, trustworthy and able to work flexible hours, as needed.
- Must maintain strict confidentiality at all times.

**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.
- Position requires extensive Criminal Background Check.

**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](mailto: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.