



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)

Re-Advertise

OPEN: April 23, 2019

EXEMPT: Yes

SALARY GRADE: 11 (\$33.18-\$35.84)

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSED: May 8, 2019

JOB CODE:

DIVISION: ORA

DEPARTMENT: ORA

SUPERVISOR: Legal Director

VACANCIES: 1

JOB SUMMARY: The Staff Attorney I works within the Office of the Reservation Attorney under the supervision of the Legal Director. Duties may include representing the Nation primarily in state court proceedings involving Lummi children and youth, prosecution, and other staff attorney duties as assigned. Job performance of the staff attorney is evaluated by the Legal Director.

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

1. Represent the Lummi Nation in tribal, federal, and state forums on matters relating to Lummi children and youth, including juvenile delinquency, dependency, truancy, and Indian Child Welfare cases.
2. Participate as team member and attend meetings regarding dependency, delinquency, youth at risk, and truancy cases as needed/requested.
3. Represent the Nation in Tribal Court and Court of Appeals on child welfare matters, family wellness court, criminal offenses; traffic; environmental and natural resource violations; and civil forfeiture and exclusion proceeding periodically as requested.
4. Assist in grant writing to develop funding for matters involving children and youth.
5. Assist in development of new and amended codes working with staff, commissions, LIBC, and General Council.
6. Complete legal research and writing necessary for the preparation of complaints, petitions, motions, pleadings, and other court documents.
7. Maintain case according to office systems and follow general office procedures.
8. Continue professional development, including continuing legal education and/or training in the areas of Indian law, or other issues relevant to job duties.
9. Travel locally and out of state as necessary to represent the Lummi Nation, as approved in accordance with the Lummi Nation's policies and procedures.
10. Participate and/or volunteer in the Lummi community, sometimes outside of normal work hours.
11. Participate in meetings, sometimes outside of normal work hours.

MINIMUM QUALIFICATIONS:

- Graduate of accredited law school and member in good standing of the Washington State Bar Association or able to obtain reciprocal admission within 6 months of hire.
- Member of the Lummi Nation Tribal Court Bar in good standing or able to obtain admission within 30 days.

- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Courtroom experience required.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of tribal, federal, and state laws pertaining to Indians preferred.
- Knowledge of laws relevant to child welfare and criminal prosecution of juveniles preferred.
- Ability to comply with the Washington State Rules of Professional Conduct.
- Code and regulation writing skills preferred.
- Excellent legal research, writing and oral communication skills.
- Ability to prepare legal memoranda and pleadings, as required and in accordance to tribal, federal, and state court rules.
- Excellent judgment and decision-making capabilities.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Ability to deal with people in highly emotional situations and ability to communicate well with people of all ages in a clear and intelligent manner.
- Ability to establish and maintain effective working relationships with Tribal officials, supervisor, fellow employees, Tribal members and the general public.
- Ability to manage highly confidential information with professionalism and unquestionable integrity, and maintain strict confidences at all times.
- Ability to work cooperatively as a team member within the Office of the Reservation Attorney.
- Knowledge and understanding of the Native American community, including traditions and customs is preferred.

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 an extensive Criminal Background Check and CAMIS Check.
- Must be dependable, trustworthy, maintain confidentiality and be able to work flexible hours.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) Application go to: https://www.lummi-nsn.gov/userfiles/381_2014%20LIBC%20Application.pdf or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk at (360) 312-2023. **Please submit an 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 please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.