



Lummi Indian Business Council

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

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

JOB ANNOUNCEMENT

JOB TITLE: Staff Attorney III – Senior Prosecutor
Office of the Reservation Attorney (ORA)

OPEN: October 10, 2025

EXEMPT: Yes

SALARY: (14/15) \$52.96-\$68.51/hr. DOE

SHIFT: Day

LOCATION: Prosecutor's Office

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Tribal Prosecutor

DEPARTMENT: ORA

SUPERVISOR: Legal Director

VACANCIES: 1

JOB SUMMARY: The Staff Attorney III – Senior Prosecutor (“Senior Prosecutor”) works within the Prosecutor’s Office for the Lummi Nation on a broad range of issues concerning or affecting tribal sovereignty, self-governance, and the exercise of tribal jurisdiction over criminal violations, civil infractions, and exclusion matters. The Senior Prosecutor works cooperatively within the Lummi Nation’s Judicial System to ensure effective and judicious representation of the Lummi Nation before tribal, local, state, and federal courts. Job performance of the Senior Prosecutor is evaluated by the Legal Director.

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

1. Represent the Nation in Lummi Tribal Court and Court of Appeals on felony criminal offenses, civil traffic infractions, natural resource and environmental violations, exclusions, juvenile delinquency proceedings, civil forfeiture, evictions, animal control and other matters, as assigned.
2. Share responsibility for the overall operation of the Prosecutor’s Office, including, but not limited to: the development and revision of policies and procedures, systems for handling different types of cases, forms and training materials, filing systems and general office procedures; and the supervision, training, and/or job performance evaluation of other attorneys, legal assistants or paralegals, law clerks or interns, volunteers, and other personnel, as directed.
3. Represent the Nation in other tribal, local, state and federal courts, as directed.
4. Represent the Prosecutor’s Office in all communications, meetings, in-service trainings or staffing, with the Lummi Indian Business Council, Lummi Nation Police Department, Law and Justice Commission, and other tribal departments, community interest groups, outside groups and organizations, and public forums.
5. Assist in development and implementation of codes, ordinances, agreements, policies, procedures, and protocols relevant to law enforcement on the Lummi Reservation.
6. Attend Lummi Bar Association meetings and participate and provide comment to proposed court rules or procedures, sentencing guidelines, or other court matters that relate to the Prosecutor’s Office.

7. Assist in grant writing.
8. Manage a large caseload, including pretrial investigations, consulting with tribal law enforcement officers, other law enforcement agencies, and witnesses, negotiating with defense counsel, and engaging in trials and contested sentencing.
9. Complete legal research and writing necessary for the preparation of complaints, motions, pleadings, appeals, and other court documents.
10. Perform job duties in a manner consistent with ethical standards, including compliance with the Washington State Rules of Professional Conduct, and assure that justice is upheld under the Lummi Code of Laws.
11. Maintain case and research files according to office systems and follow general office procedures.
12. Work cooperatively as member of the Drug Court Team, Journey to Wellness and Restorative Justice Programs, Truancy Team, Domestic Violence Task Force, Exclusion Committee, and/or other community groups or endeavors as directed.
13. Continue professional development through Continuing Legal Education and/or training in the areas of Indian law, criminal law, law enforcement and other topics relevant to job duties, as approved in accordance with Lummi Nation's policies and procedures.
14. Travel locally and out of state, as necessary, to represent the Lummi Nation at inter-jurisdictional forums, as approved in accordance with the Lummi Nation's policies and procedures.

MINIMUM QUALIFICATIONS:

- Graduate of accredited law school.
- Active member of the Washington State Bar Association in good standing or able to obtain admission within six (6) months of hire.
- Member of the Lummi Nation Tribal Court Bar in good standing or willing to become a member within the first thirty (30) days of employment.
- Six (6) years of criminal litigation experience *preferred*, and experience working in Indian Country preferred.
- At least two (2) years of supervisory experience *preferred*.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance within six (6) months of hire.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Good working knowledge of tribal, state and federal law pertaining to Native Americans and jurisdictional issues related to the enforcement of tribal criminal laws.
- Excellent oral communication, negotiation, and courtroom skills.
- Excellent writing and legal research skills and the ability to prepare legal memoranda and pleadings, as required and in accordance with tribal, federal, and state court rules.
- Excellent judgment as well as thorough and effective decision-making capabilities.
- Dependable, trustworthy, and willing and able to work flexible hours, including on-call availability after regular business hours.
- Ability to organize and maintain clear, concise and accurate records, and adhere to office policy and procedures.
- Must have computer skills for writing documents (e.g. Word), and the creation, use and maintenance of spreadsheets (e.g. Excel) and databases (e.g. Access).
- Working knowledge and understanding of the Indian Community and its people, including traditions and customs is preferred.

- Willingness to apply traditional and restorative justice principals to resolve appropriate criminal and civil matters and support the court's development of restorative court programs.
- Ability to work well with people in highly emotional and adversarial situations, ability to communicate well with people of all ages, and ability to speak clearly and intelligently to groups of people.
- Ability to establish and maintain effective working relationships with tribal officials, supervisor, fellow employees, tribal members, and the public.
- Ability to manage highly confidential information with professionalism and integrity.

REQUIREMENTS:

- Must pass pre-employment checks and random drug and alcohol tests, to be eligible for and to 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.

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. 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.