

POSITION DESCRIPTION

TITLE: ASSISTANT ATTORNEY

DEPARTMENT: OFFICE OF LEGAL COUNSEL

SUPERVISOR: GENERAL COUNSEL

APPROVED BY: SAUK-SUIATTLE TRIBAL COUNCIL

GENERAL PURPOSE

The purpose of this Assistant Attorney position is to provide legal services for the benefit of the Sauk-Suiattle Indian Tribe tribal governmental programs and departments. Applicant must be committed to the goals and policies that work toward achieving the vision and cultural values of the Sauk-Suiattle Indian Tribe. Three-quarters time of the duties of this position shall be serving as an assistant attorney within the Sauk-Suiattle Indian Tribe Office of Legal Counsel. One-quarter time shall be serving as Prosecutor in the Sauk-Suiattle Tribal Court which convenes one to two times per month to adjudicate civil, criminal, traffic and child dependency cases. Applicant will be under supervision of the Office of Legal Counsel, which receives policy guidance from the Tribal Council on tribal governmental matters, and shall receive guidance on tribal court matters as provided for in the Sauk-Suiattle Indian Tribe Law and Order Code. The individual selected must be capable of making independent professional judgments and completing complex legal work in a timely manner.

DUTIES AND RESPONSIBILITIES

Principal areas of practice include, but are not limited to, reviewing requests for review of documents and issues to assure compliance by tribal governmental programs and departments with policies and ordinances of the Sauk-Suiattle Indian Tribe and to assure grant and contractual compliance with the terms, conditions, certifications and assurances required by various state and federal regulations. Drafting comments to state, federal and local governments on various plans, permits and development which may impair or affect reserved treaty and cultural rights of the Sauk-Suiattle Indian Tribe such as Zoning, water rights, and environmental protection. In the capacity of Tribal Prosecutor, the employee shall work closely with Tribal law enforcement, prepare and file court complaints, represent the Tribe in criminal and child welfare matters in tribal court, periodically appear in state courts on behalf of the Tribe to intervene in or seek transfer to tribal court of Indian Child Welfare Act cases, and assist with the issuance of search and arrest warrants on an as-needed basis.

Additionally, incumbent may be called upon to:

Provide assistance in drafting tribal codes;

Draft correspondence of a legal nature to non-tribal governmental bodies which state the position of the Sauk-Suiattle Indian Tribe;

Research and provide written legal opinions as assigned;

Attend meetings of committees and boards of the tribe; and

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read, analyze and comprehend complex documents, records, pleadings, and cases.

Ability to present complex legal issues clearly and effectively.

Skill in clear and concise written and verbal communication.

Must possess a high level of computer literacy.

MINIMUM QUALIFICATIONS

Requirements include:

Graduation from an ABA accredited law school;

Licensed to practice law in the State of Washington or willing to take the next Bar Examination in Washington;

Possess a current and valid driver's license, pass a background check and complete pre-employment drug screening;

Must be culturally sensitive to the customs, traditions, culture and sovereignty of the Sauk-Suiattle Indian Tribe;

Must demonstrate knowledge of the Sauk-Suiattle Indian Tribe Law and Order Code and be eligible for admission to practice in Sauk-Suiattle Tribal Court.

WORK ENVIRONMENT

May be called upon from time to time to work more than 40 hours per week in order to complete normal duties or to attend meetings. Willingness to work overtime without compensation is a condition of employment. However, employee will be allowed reasonable freedom in working hours to compensate for excess work hours.

THE SAUK-SUIATTLE INDIAN TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants from all persons regardless of race, religion, gender, age, national origin, marital or sexual preference, or ancestry are encouraged to apply. Native American tribal preference and Veterans Preference applies.

The Sauk-Suiattle Indian Tribe is a signatory to the Treaty of Point Elliott. The tribe's reservation is situated in the North Cascade mountains near Darrington, Washington. Information regarding the Sauk-Suiattle Indian Tribe may be obtained from the tribe's website: www.sauk-suiattle.com

Salary: This is an entry-level position with an anticipated annual salary range commencing at \$69,600 and up, depending upon qualification (DOQ).

OPEN UNTIL FILLED

Person interested in applying should send a letter of Interest, writing sample, and resumé which includes references to:

Sauk-Suiattle Indian Tribe
Human Resources Department
5318 Chief Brown Lane
Darrington, WA 98241
rmorlock@sauk-suiattle.com

With a copy to mrsdlroberts@sauk-suiattle.com and to courtclerk@sauk-suiattle.com

For additional information you may contact the Sauk-Suiattle Indian Tribe, Office of Legal Counsel at (360) 436-0139