

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: ASSISTANT ATTORNEY
DEPARTMENT: OFFICE OF LEGAL COUNCIL
SUPERVISOR: LEAD ATTORNEY
STATUS: EXEMPT/SALARIED

Summary

The purpose of the Attorney position is to provide legal service for the benefit of the Sauk-Suiattle Indian Tribe's governmental programs and departments. The applicant must be committed to the goals and policies that work toward achieving the vision and cultural values of the Sauk-Suiattle Indian Tribe. The Office of Legal Counsel 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 judgements and completing complex legal work in a timely manner.

Duties and responsibilities

This list is intended only to illustrate the various types of work performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position. The list is not organized in order of importance and other duties may be assigned. Principal areas of practice include, but are not limited to;

- Document review requests 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 tribal law enforcement with the issuance of search and arrest warrants on an as-needed basis.
- Responsible for rendering legal advice and services as needed to all Tribal departments and entities.
- Responsible for the case management of in-house matters and projects as delegated.
- Draft correspondence of a legal nature to non-tribal governmental bodies which state the position of the Sauk-Suiattle Indian Tribe.
- Provide assistance in drafting tribal codes.

- Attend meetings of committees and boards of the tribe as needed.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- 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.
- Ability to read, analyze and comprehend complex documents, records, pleadings, and cases.
- The ability to understand and handle a variety of legal fields, practices and procedures and the skill set to interpret and apply various statutes and ordinances.
- Knowledge of Tribal, State and Federal laws, rules regulations and policies, including Federal Indian law.
- Understanding of tribal law, sovereignty, and tribal court proceedings including the legal issues and requirements of the tribe's commercial ventures, such as licensing and acquisition.
- Ability to present complex legal issues clearly and effectively.
- Skilled in clear concise written and verbal communication.
- Must possess a high level of computer literacy.
- Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to establish and maintain effective working relationships with Tribal administration, Council members, community members and appropriate outside entities.
- Professional knowledge and ability by possessing strong judgment and evaluation skills.

Qualifications

- Graduation from an ABA accredited law school.

Certificates, Licenses, Registrations

- Licensed to practice law in the State of Washington.
- Valid state-issued driver's license.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per the Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.