



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Staff Attorney  
**SUPERVISOR:** Tribal Council/Tribal President  
**LOCATION:** William Wildcat Tribal Building  
**POST DATE:** September 27, 2021  
**CLOSING DATE:** Open until Filled

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**General Description:** The primary responsibility of this position is to provide legal advice to the Tribal Council and various Programs being operated under the authority of the Tribal Council. Represent the Lac du Flambeau Tribe in court actions in Tribal, State and Federal court proceedings.

**Qualifications:** Must be a graduate from an accredited law school. Twenty- Four months experience in public service law, poverty litigation, indigent defense, or Indian Law preferred. Administrative supervisory experience strongly preferred. Must be admitted to practice in the Western District of Wisconsin, United States District Court or ability to be admitted as soon as possible at least within one year.

**Salary:** Negotiable depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Staff Attorney

**B. DEPARTMENT:** Legal

**C. SUPERVISOR'S TITLE:** Tribal Council/President

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide legal advice to the Tribal Council and various Programs being operated under the authority of the Tribal Council. Represent the Lac du Flambeau Tribe in court actions in Tribal, State and Federal court proceedings. Specific responsibilities include but are not limited to:

1. Attend Tribal Council meetings as requested.
2. Research legal questions as requested and provide best options available to issues.
3. Represent and advise the Tribe on matters related to contract review, negotiation, and formation and finalization.
4. Must be admitted to practice in Wisconsin state courts or ability to be admitted through reciprocity as soon as possible, at least within one year.
5. Will be responsible for creating own legal documents and knowing how to utilize basic computer data-processing programs and procedures.
6. Must be able to work cooperatively and efficiently with other staff members.
7. Must be able to possess the ability to understand, gain knowledge and appreciate the differences with the Indian culture.
8. Must be admitted to practice in Tribal Court of the Lac du Flambeau Band of Lake Superior Chippewa Indians.
9. Must have trial experience.
10. Assist with Human Resource legal needs.
11. Assist with Health and Human Service Departmental legal needs
12. Develop service contracts and contracts in general.
13. BIA dispute resolutions.
14. All other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with Tribal Council, Tribal Administration and Tribal Programs.
2. **External:** Occasional contact with community members and various government agencies.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from Tribal Council and President.

**H. EDUCATION:** Must be a graduate from an accredited law school.

## **I. OTHER QUALIFICATIONS:**

### **Good Standing**

The Staff Attorney agrees to immediately disclose in writing to the Tribal Council and President the following matters, whether occurring at any time prior to or during the term of employment.

- i. Any denial, suspension, or revocation of any professional license.
- ii. Any investigation or proceeding based on any allegation of a violation of professional ethics or standards, or engagement of activities illegal, immoral, or other misconduct (of any nature or degree), relating to the practice of law or provision of legal services;
- iii. Any private or public reprimand by any ethics or professional responsibility board or similar entity.
- iv. Any criminal complaint, indictment, or criminal proceeding in which the Staff Attorney is named as a defendant.

### **Confidentiality**

The Staff Attorney understands and appreciates the confidential nature of the Tribe's work and responsibility. The Staff Attorney shall maintain as confidential all of the information entrusted to it by the Tribe as required by the ethical canons as recognized in the practice of law.

**Conflicts of Interest.** The Tribe has numerous existing relationships, and it is possible that a situation could arise in which your interests might conflict with those of some other client. In the event that a current or future client relationship creates a potential conflict with respect to your relationship with the Tribe. Tribal Council and President will consult and decide by mutual agreement of the parties as to the best course of action.

**J. EXPERIENCE:** Twenty- Four months experience in public service law, poverty litigation, indigent defense, or Indian Law preferred. Administrative supervisory experience strongly preferred. Must be admitted to practice in the Western District of Wisconsin, United States District Court or ability to be admitted as soon as possible at least within one year.

**K. SKILLS:** Must possess ability in a relatively short time to demonstrate knowledge of Indian Law, especially related to jurisdictional issues in Indian Country. Must possess ability to understand, gain knowledge and appreciate the differences working within the Indian Culture. Ability to work with other staff members to handle cases in cooperative and efficient manner. Be familiar with and capable of creating own legal documents and know how to utilize basic computer data-processing programs and procedures.

**L. WORKING ENVIRONMENT:**

**1. Work Conditions:** . Normal Office Conditions

**2. Exposure to Hazards:** None

**1. Physical Requirements:** Majority of position responsibilities include sitting, standing or operating equipment.

**M. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Staff Attorney to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**N. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.