

## **Job Announcement**

**Position Title:** Deputy Solicitor General-Housing  
**Location:** OSG Office/Housing Department  
**Reports to:** Solicitor General  
**Opening Date:** **March 16, 2015**  
**Closing Date:** **Until filled**

**\*\*\* Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.\*\*\***

**\*\*\*\*Mille Lacs Band Member/American Indian preference applies\*\*\*\***

### **SUMMARY:**

The Deputy Solicitor General - Housing assists the Solicitor General in litigating civil lawsuits, drafting of legal documents, providing advice for Tribal government Officials. Practice other phases of law by performing the duties specified.

### **QUALIFICATIONS:**

- Graduate from an ABA accredited Law School.
- Eligible to be licensed by the Mille Lacs Band of Ojibwe Bar.
- Licensed to practice law in the State of Minnesota and eligible for license in Federal Court.
- Experience in civil litigation with an emphasis on housing and real estate issues.
- Thorough knowledge of property and real estate issues.
- Minimum of two years responsible legal experience.
- Extensive knowledge of Federal Indian Law.
- Ability to work well with American Indians and non-Indian people.
- Demonstrate ability to work well without close supervision and to assume immediate responsibility for a heavy caseload.
- Unblemished background record.
- Compliance with the Mille Lacs Band's Drug & Alcohol Policy
- Mille Lacs Band Member/American Indian Preference
- A high degree of familiarity with Indian legal system and court system is vitally important in this position.
- Must have a valid MN driver's licenses and be insurable under the Mille Lacs Band Driver's insurance policy.

### **DUTIES AND RESPONSIBILITIES:**

- Primary responsibility for Community Development and Housing Matters.
- Reviews evidence in civil, criminal and other cases to formulate defense or to initiate legal action.
- Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation of cases.
- Represents client in court, and before quasi-judicial or administrative agencies of Tribal, Federal or state governments.
- Provides advice to Tribal Officials on policy issues.
- Advises and drafts documents for Administration Policy Board, Chief Executive and Band Assembly as necessary.
- Other duties as assigned.

**Submit resume, cover letter, and employment application to:**

**Mille Lacs Band of Ojibwe  
Human Resources Specialist  
43408 Oodena Dr.  
Onamia, MN 56359  
Fax # (320)532-7492  
[hr@millelacsband.com](mailto:hr@millelacsband.com)**