

Job Announcement

Position Title: Managing Attorney
Location: Band Member Legal Aide
Reports to: Solicitor General
Opening Date: May 25, 2016
Closing Date: June 10, 2016

***** 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:

Manages the Mille Lacs Band Legal Services. The office, as part of the Mille Lacs Band's Department of Justice, provides legal representation to qualifying Mille Lacs Band members in criminal and civil matters venued in tribal and state court. Will have oversight of three or four staff attorneys, a paralegal and administrative assistant.

QUALIFICATIONS:

- Graduate from an 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 Federal Courts.
- Experience in criminal defense and civil representation.
- Extensive knowledge of Federal Indian Law.
- At least 5-7 years progressively responsible legal experience.
- Prefer at least 3 years progressively responsible experience managing other attorneys.
- Ability to work well with Indian and non-Indian people.
- Compliance with the Mille Lacs Band's Drug and Alcohol policy.
- Unblemished background record.
- Demonstrated ability to work well without close supervision and to assume immediate responsibility for a heavy caseload.
- Must have a valid driver's license and be insurable under Mille Lacs Band's auto insurance policy.

DUTIES AND RESPONSIBILITIES:

- Manage a staff of approximately five to effectively provide legal services to Mille Lacs Band members.
- Represent Mille Lacs Band members charged with a felonies, gross misdemeanors, or misdemeanors; persons appealing from a conviction of a felony or gross misdemeanor, or persons convicted of a felony or a gross misdemeanor, who is pursuing a post conviction proceeding and who has not already had a direct appeal of the conviction; defendant who have been notified in writing and in such manner as the court directs of any grounds alleged to exist for revocation of the stay of imposition or execution of sentence; and minors ten years of age or older in juvenile court.
- Represent Mille Lacs Band members with legal needs, in areas such as: education, especially when it involves race discrimination, housing, public benefit programs, family law, including domestic violence, dissolution of marriage and child custody, preservation of income, wills, Indian Child Welfare Act, vehicle forfeitures, foster care payment denials, child support cases, conciliation court complaints regardless of amount, harassment cases other than Orders for Protection.
- Also provide representation in administrative appeals or other legal proceedings, including but not limited to matters involving eligibility for Band public housing, other housing matters involving the Band Housing Department, or public assistance administered by the Band, and to pursue legal remedies necessary to enforce decisions made in such proceedings.
- Provide outreach and community legal education. Community education efforts shall include Fact Sheets and newspaper columns to be made available for reproduction in Band publications. High priority shall be given to providing outreach, education and representation to Band elders.

- All other duties as assigned

WORKING CONDITIONS:

- Nature of work is such that incumbent experiences sustained periods of moderate to high levels of stress from workload, nature of work, or nature of interactions with others, both inside and outside of the Band.
- Work is almost exclusively in doors in a controlled climate area.
- Moderate threat of personal danger or risk.
- Hours are typically 8-5, but extra hours may be necessary to meet deadlines and maintain workload. May involve some evening or weekend working.
- Local travel is required, limited travel outside the state is also required.

Submit resume, cover letter, and employment application to:

**Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com**