



HO-CHUNK NATION  
DEPARTMENT OF PERSONNEL



**POSITION: LEGISLATIVE ATTORNEY**

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	LGAT	32

**DUTIES & RESPONSIBILITIES:**

1. Assist Legislative Counsel in drafting and revising codes, ordinances, and lawmaking processes and development of resolutions and statutes as enumerated in Article V, Sec. 2 (a-x) and Sec. 3 of the Ho-Chunk Nation Constitution.
2. Attend Legislative Committee meetings.
3. Provide administrative support to Legislative Counsel.
4. Monitor both state and federal Legislative Counsel.
5. Must aid and coordinate response to state, federal, and county political activities and legislation.
6. Must occasionally serve as Attorney of Record in court proceedings.
7. Establish and periodically review protocols and procedures on government relations.
8. Is responsible for advising clients, both verbally and in written memorandum on matters raised during Legislative session and Committee meetings.

**MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)**

1. Must be a graduate of a law school accredited by the ABA.
2. Must possess a law degree or must be eligible for or admitted to the practice of law in the State of Wisconsin and the Ho-Chunk Bar Association.
3. Must be a member in good standing of the Wisconsin State Bar.
4. Must also be eligible for admission to practice in the federal courts.
5. Possess knowledge of Indian Law.
6. Must demonstrate superior written and oral communication skills.
7. Must be able to work in a cross-cultural environment.
8. This is an entry level position, salary may be negotiated to reflect experience and specialized skills/practices.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation -- Resolution 08-20-13K*

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

EEO: 1

EXEMPT

FLEX

Funding Source: NPD

Approved: PBOD 12.21.01 Admin 01.10.02 Legislature: 11.21.95/02.16.99/01.24.02 Resolution 01.08.08A

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