

TULALIP TRIBES JOB ANNOUNCEMENT

OPENS: January 1, 2018 **CLOSES:** Until Filled

JOB TITLE: Staff Attorney
DEPARTMENT: Office of the Reservation Attorney
REPORTS TO: Lead Attorney
LOCATION: 6406 Marine Drive, Tulalip, WA 98271
STATUS: Full Time – Exempt Contract Employee
SALARY: Attorney Salary Scale + Benefits

JOB SUMMARY: Main assignment is to provide civil legal representation to the Tulalip Child Support Program. This position's responsibility includes representing the Tulalip Tribes in Tulalip Tribal Court in child support cases and advising staff regarding the application of the Paternity and Child Support Code, Title 4.10. Position will also involve representing other Tribal departments in civil legal hearings. **Native preference applies.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Investigates, researches, and prepares child support cases for litigation or prosecution.
2. Represents the Tribe in civil and administrative proceedings, including but not limited to, Housing.
3. Provides in-service training to Tulalip Child Support Program staff members.
4. Appears in tribal court and superior court on behalf of Tulalip Tribes.
5. Drafts and revised Tribal Codes.
6. Conducts legal research concerning Tribal, Federal, and State Law.
7. Participates in planning and strategy sessions with the Board of Directors and government departments.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Juris Doctorate Degree from an accredited law school.
- Member of the Tulalip Tribes Bar (ability to obtain membership within six months of hire).
- Must be a Washington State Bar Association Member.
- Must pass background check.

HOW TO APPLY:

Submit cover letter, law school transcript and resume to:

Attn: Michelle Sheldon, Office of Reservation Attorney Legal Manager
Tulalip Tribes
6406 Marine Drive
Tulalip, WA 98271

Phone: (360) 716-4530

Email: michellesheldon@tulaliptribes-nsn.gov