

# Leech Lake Band of Ojibwe

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## **Position Description:** Associate Tribal Attorney

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**Division:** Legal Division

**Reports to:** Legal Director

**Worksite:** Leech Lake Tribal Justice Center, Cass Lake

**Work Hours:** M-F, 8:00am – 4:30pm

**LLBO Status:** Exempt

**Safety Sensitive:** Yes

(Mandatory pre-employment drug testing – mandatory criminal and human services background check)

**License/Certification Requirements:** Licensed to practice Law in Minnesota, Leech Lake Tribal Court. Must have a valid MN driver's license, current insurance or be insurable.

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**Summary:** The Associate Tribal Attorney has primary responsibility for providing legal advocacy to the Leech Lake Child Welfare Department, including legal representation for the Band in Tribal Court and State Court, review of contracts, and negotiations with the State of Minnesota, Department of Human Services, and County Governments. Work is performed under the direct supervision of the Legal Director.

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### **Education Requirements and Experience:**

Juris Doctorate Degree.

Prior attorney experience preferred but not required.

Must have a good Indian Law background and understanding of how Public Law 280 relates to tribal jurisdiction and rights and be able to identify opportunities to expand/recover treaty/jurisdictional right for the Band.

Experience with Child Protection (CHIPS) with emphasis on the Indian Child Welfare Act preferred but not required.

Experience working with American Indian children and families.

Experience working with Tribal and/or District court systems.

Experience in Microsoft Office applications and case management software.

### **Additional Qualifications and Skills:**

Knowledge of the Leech Lake Codes, focusing on the Child/Family Protection Code.

Knowledge of Minnesota Indian Family Preservation Act, Indian Child Welfare Act and other state and federal legislation that impact Indian children and families.

Knowledge of State Court Child Protection Procedures.

Knowledge and understanding of Federal, State and local agency procedures.

Understanding of the impact that State and federal government policies have on tribes in Minnesota and other states in matters affecting Indian children and families.

Possess significant governmental administrative skills, knowledge and abilities, including administration and development of laws, negotiation and legal representation supported by strong oral and written communication and people skills.

Public relations and public speaking skills.

Strong oral and written communication skills.

Ability to research and apply methods and tools of quality improvement.

Ability to relate to people from many backgrounds.

Ability to deal with conflicting situations in a patient and sensitive manner.

Excellent organizational and leadership abilities.

Native American preference.

Pre-employment drug testing is mandatory for all Leech Lake Band of Ojibwe positions.

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### **Position Description: Associate Tribal Attorney - page 2**

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#### **Duties/Responsibilities:**

Defend and prosecute on behalf of the Leech Lake Band of Ojibwe in all actions arising under the jurisdiction of the Leech Lake Tribal Court, other state and federal district courts and forums.

Provide legal advice and guidance for tribal government administration, program development, tribal businesses and other cases as assigned by the Legal Director.

Obtain knowledge and develop the Memorandum of Understanding between the Leech Lake Band of Ojibwe and surrounding counties relating to services and issues of jurisdiction.

Obtain knowledge and development of the Title IV E Tribal/State Agreement.

Develop Leech Lake Tribal Code to support Child Welfare Department operations and goals.

Develop, support and facilitate initiatives to increase the effectiveness and quality of legal services with the Child Welfare Department.

Consult with Leech Lake Band of Ojibwe Legal Director, when necessary, to ensure that Child Welfare Department goals, operations and case management are acceptable to Leech Lake Tribal Council.

Work with Federal, State and county agencies on issues pertaining to Indian Child Welfare.

Coordinate, organize and track legal obligations for Leech Lake Human Services administration and programs.

Coordinate legal activities between the Leech Lake Child Welfare program, other tribal departments, government organizations and local county/state agencies.

Assist with developing and implementing program goals.

Ensure that objectives are achieved in accordance with contract requirements.

Facilitate an effective process for Leech Lake Tribal Council to exercise legal authority pertaining to Indian Child Welfare issues.

Representation of Leech Lake Child Welfare and Leech Lake Human Services in Tribal Court, State Court, and Leech Lake Child Welfare Commission proceedings.

Complete and submit probationary and annual performance evaluations in a timely manner.

Maintain a respectful, working relationship with colleagues including Leech Lake Reservation program employees, county human services staff and other community stakeholders.

Meet deadlines and prioritize workload.

Work effectively with minimal supervision.

Maintain a high degree of confidentiality and professional ethics at all times.

Attend program activities outside normal working hours as necessary.

Attend and or conduct all mandatory meetings and trainings as required.

Submit adequate and timely reports to management upon request.

Ability to travel in and out of the state as needed.

Support and maintain sensitivity to Native American culture, lifestyles and values.

Adhere to policies governing staff conduct.

Adhere to all applicable data privacy laws.

All other related duties as assigned.

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### Physical Requirements:

Ability to lift 30 pounds or more and use proper body mechanics  
Be able to sit or stand for extended periods of time  
Subject to internal working conditions  
Non-smoking environment

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*I understand the job description for the Associate Tribal Attorney position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed. Job Description Revised: 05/1/18, HR Initials \_\_\_\_\_*

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Employee – print – sign - date

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Supervisor – print – sign – date

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Division Director – print – sign – date

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Human Resources Representative – print – sign – date