

ALASKA NATIVE JUSTICE CENTER JOB DESCRIPTION

Job Title: Attorney I/II
Department: Administration
Reports To: Chief Legal Officer
Supervises: None
FLSA Status: Exempt
Pay Grade: C5
Job Type: Regular, Full-Time

General Functions:

Alaska Native Justice Center (“ANJC”) is seeking a full-time lead attorney for its Anchorage office to provide legal services to Tribes and to supervise a team of attorneys and paralegals to provide these services. This position primarily involves representing tribes as clients in proceedings related to the Indian Child Welfare Act (“ICWA”), as well as litigating other Native law and civil matters on behalf of Tribes. Travel to both rural and urban areas may be required.

The Anchorage attorney will be expected to manage a caseload of state court child in need of aid cases, in addition to some civil and Native law matters. The attorney will also have the opportunity to participate in strategic coordination with state-wide teams, and participate in appellate and impact litigation. A successful applicant will have a background in communicating and interacting effectively in cross-cultural situations, and a commitment to race equity work.

Starting level determined based on education and experience upon hire. The position is designed to work toward more complex analysis, drafting and other support to CITC’s Chief Legal Officer.

Duties and Responsibilities:

Attorney I:

- Draft and revise legal documents and documents with legal implications, including sensitive correspondence, contracts, notices, and memoranda of agreement.
- Draft legal memoranda framing legal issues, summarizing relevant facts, identifying applicable laws, providing analysis, and summarizing conclusions/recommendations.
- Assist with document production and discovery by gathering and reviewing pertinent documents.
- Coordinate with other departments to investigate reports of personal injury, property damage, auto and workers compensation accidents, and incidents resulting in the filing of a grievance or administrative complaint against CITC.
- Perform special projects as directed.

Attorney II:

- Perform duties and responsibilities of Attorney I.
- Legal review of documents and documents with more complex legal implications, including sensitive correspondence, contracts, notices, and memoranda of agreement.
- Draft, review, and revise more complex legal documents and documents with legal

implications, including leases, transactional documents, pleadings, corporate creation documents, resolutions, and releases.

- Work in conjunction with CITC staff, drafts and reviews corporate policies and procedures.
- Assist in the assessment and resolution of specific compliance-related concerns.
- Assist Chief Legal Officer to implement strategies that advance CITC's public policy objectives, including researching legislation and proposed regulations, drafting public comments, and obtaining written support from other organizations.
- Perform all related duties as directed.

Skills/Abilities

- Knowledge of and experience with general business practices;
- Experience reading and interpreting legal documents and corporate policies & procedures. Ability to draft and revise legal documents and corporate policies & procedures.
- Ability to produce succinct, well-written memoranda, reports, and analyses;
- Ability to monitor legislative and regulatory developments at the federal, state, and local levels; knowledge of legislative and regulatory practices.
- Superior oral and written communication skills;
- Ability to establish and maintain effective working relationships;
- Excellent interpersonal skills;
- Disciplined, with demonstrated organizational skills and the ability to work independently; and
- Proficient in the use of computers and relevant computer programs.

Minimum Qualifications:

- Juris Doctor or equivalent degree and active membership in the Alaska Bar Association.
- Must have experience and knowledge in Alaska Native legal issues, Indian Child Welfare Act and Child in Need of Aid.
- Attorney I: Recent graduate to four years of experience in the practice of law, or relevant experience.
- Attorney II: Minimum four years of experience in the practice of law, or relevant experience.
- Continued employment is contingent upon receipt of a satisfactory report from a state and federal background check.

Preferred Qualifications:

- Previous experience with contracts, risk management, and legislative process preferred.
- Experience in ANCSA/Indian law, P.L. 93-638 and P.L. 102-477.
- Knowledge of tribal/state/federal relations.
- Demonstrated knowledge and understanding of the social, health, educational, training, and cultural needs of the Alaska Native and American Indian community.

Additional Information:

Hiring preference shall be given to eligible and qualified Alaska Native / American Indian applicants pursuant to P.L. 93-638, Indian Self Determination Act.

For more information or to apply to this or other positions, please visit us online at:

- <https://external-citci.icims.com/jobs/2279/icwa-attorney-i-ii/>

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.