

Job Announcement

Position Title: Senior Deputy Solicitor General
Location: OSG
Reports to: Solicitor General
Grade Level: E15
Opening Date: May 23, 2018
Closing Date: Until Filled

***** 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:

The Senior Deputy Solicitor General performs legal work involving interpreting laws and regulations; preparing legal opinions, briefs, and other legal documents; rendering legal advice and counsel; consulting with trial attorneys; assisting in preparing cases for trial; aiding in the professional development of less experienced staff; drafting bills for legislative consideration, and assisting the Solicitor General in managing the affairs and duties of the function of Solicitor General.

QUALIFICATIONS:

- Distinguished graduate of an ABA accredited law school with a LL.B. or J.D. degree.
- Five (5) to Nine (9) years of experience in American Indian law and court systems.
- Member in good standing with the State Bar of Minnesota.
- Must possess a license to practice law in the State of Minnesota.
- Knowledge of legal principles, practices, and proceedings and of laws, regulations and rules, relating to the Band.
- Ability to plan, assigns, and/or supervises the work of others.
- Experience in conducting hearings, preparing opinions and briefs, preparing cases for trial, and appealing cases to higher courts.
- Ability to interpret and apply laws.
- Ability to communicate effectively and persuade or lead others.
- Excellent personal computer skills in a Windows environment.
- Must have a valid driver' license and be insurable under the Band's auto insurance policy.
- Must pass a pre-employment drug and alcohol test and background check.

DUTIES AND RESPONSIBILITIES:

- Advise Band executive staff, legislative staff, and the Solicitor General on the interpretation, application, and enforcement of laws and regulations.
- Assist in drafting legislation and reviewing proposed legislation.
- Assist in the representation of the Band in civil actions brought by or against the Band, on all legal issues and at functions related to assigned responsibilities.
- Prepare and present cases in the Band's judicial system.
- Review drafts of laws, rules, and regulations affecting Band operations and administration.
- Legal signatory authority in the absence of the Solicitor General.
- Assure that other divisions within the Band are updated on pertinent legal issues.
- Coordinate regulatory and administrative projects as assigned.
- Ensure Band members have access to capable legal representation when needed.
- To act as a mentor and be willing to assist, share knowledge, and assist the professional development of less experienced Deputies.
- 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.
- Little 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**