

Job Announcement

Position Title: Legislative Staff Attorney (Two Positions)

Location: Legislative
Reports to: Chief Legislative Counsel
Grade Level: D.O.E

Opening Date: March 7, 2019

Closing Date: March 20, 2019

***** 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 Legislative Branch is entrusted with developing statutory law and policy for the Mille Lacs Band of Ojibwe. The duty of the Chief Legislative Counsel is to provide legal analysis on issues that come before the Legislative Branch, draft and update the Band's legislation, review contracts. The Legislative Staff Attorneys are to assist Chief Legislative Counsel in the amending, revision, and creation of statutes for the Legislative Branch while remaining vigilant of the Band's traditions and beliefs. In addition to drafting legislation, Staff Attorneys are required to participate in committees that include employees from the Executive and Legislative Branches, and inform the Band membership of the changes in legislation at community meetings. This is a grant funded position which ends October 2021; with the potential of continued funding, but is not guaranteed.

QUALIFICATIONS:

- Graduate of an American Bar Association approved law school with a Juris Doctor degree.
- Must take and pass the Mille Lacs Band of Ojibwe Bar Exam.
- Practical experience in Federal Indian and/or tribal law preferred.
- Have a basic knowledge of the Mille Lacs Band Statutes and the Minnesota Chippewa Tribe Constitution.
- Must possess a license to practice law in either the State of Minnesota or another Court in the United States.
- If not barred in Minnesota, must become licensed to practice in the state of Minnesota shortly after beginning employment.
- Must be in good standing in every jurisdiction where licensed.
- Must not have disbarred, suspended from the practice of law, or publicly disciplined in the last 10 years.
- Must uphold the ethics of the profession pursuant to the Minnesota Rules of Professional Conduct.
- Self-motivated and able to effectively work at times with minimal supervision.
- Able to work well in group settings with other employees and Band members.
- Demonstrated proficiency in legal analysis.
- Excellent legal writing and verbal communication skills.
- Proficient in Bluebook citation method.
- Computer proficiency in a Windows environment.

DUTIES AND RESPONSIBILITIES

- Propose, draft, and amend resolutions, and statutes.
- Conduct research of tribal, state, and federal law and policy.
- When drafting Band legislation, ensure compliance of the foregoing with the Constitution of the United States, Constitution of the Minnesota Chippewa Tribe, Indian Civil Rights Act, and applicable treaties and federal statutory and case law.
- Assist in the establishment of the Mille Lacs Band Office of the Revisor.
- Record hours worked and tasks completed to comply with federal grant requirements.
- Attend Band and Joint Assembly meetings within the various districts.

- Required to participate in committees that include employees from the Executive and Legislative Branches to ensure consistent and practical application Band law.
- Attend community meetings to help inform the membership of the changes in Band legislation and document statements made by Band members.
- Become familiar with Robert's Rules of Order.
- Transcribe or otherwise maintain an accurate record of Band and Joint Assembly meetings as required by Chief Legislative Counsel to aid in the drafting of legislation and legal memoranda.
- Attend Minnesota Chippewa Tribal Executive Committee meetings as requested.
- Perform other duties as assigned.

WORKING CONDITIONS:

- Working hours are typically 8:00 a.m. until 5:00 p.m. Extra hours may be necessary to meet deadlines and sustain workload.
- Work is almost exclusively indoors in a climate controlled area.
- Personal bodily risk is minimal; stress level may be appreciable depending upon the circumstances.
- Local travel is regularly required; limited interstate travel is also required.
- Must have current valid driver's license.
- Must be insurable under the Mille Lacs Band Drivers Insurance policy.
- Must pass a pre-employment drug and alcohol test.
- Must be able to provide a writing sample no more than eight pages and three professional references upon application.
- Background investigation required that shows no theft or fraud above a misdemeanor, no felony convictions, and no sexual or crimes-against-a-person conviction at any level. Any pending criminal cases must disclosed in a written explanation and date of the charge, the jurisdiction where the charge took place, and the status of the case.

Submit resume, cover letter, employment application, writing sample and references to:

**Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com**