



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Staff Attorney II

Office of the Reservation Attorney (ORA)

OPEN: February 16, 2021

EXEMPT: Yes

SALARY: (12) \$38.16 to \$42.74 p/h DOE

SHIFT: Days

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Policy

DEPARTMENT: Office of Reservation Attorney

SUPERVISOR: Legal Director

VACANCIES: 1

JOB SUMMARY: Staff Attorney II works within the Office of the Reservation Attorney under the supervision of the Legal Director. Duties may include representing the Nation primarily in state court proceedings involving Lummi Children and youth and other staff attorney duties as assigned. Job performance of the Staff Attorney II is evaluated by the Legal Director,

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Represent the Lummi Nation in tribal court and court of appeals, Federal and state court in Lummi children and youth proceedings, including, without limitation, child welfare, delinquency, dependency, truancy, and civil offenses.
2. Responsible for determining the disposition of matters under the restorative justice policy of the Nation.
3. Manage a large caseload which requires the timely preparation for court.
4. Prepare cases for trial, pleas and other dispositions, by pretrial investigations.
5. Consult, interview and prepare law enforcement, victims, parents and witnesses.
6. Consult and negotiate with public defenders, defense attorneys and adversarial parties.
7. Properly prepare documents for court, such as charging instruments, pleas, sentence recommendations, discovery and other documents.
8. Work collaboratively with rehabilitative justice programs.
9. Assist with drafting and revising codes, policies, and procedures.
10. Prepare workload progress and annual reports as directed.
11. Perform duties consistent with ethical standards to uphold justice under the Lummi Code of Laws and other prevailing standards.
12. Participate in professional development, including, without limitation, continuing legal education required to maintain an attorney bar license and maintain job skills in Native American law, criminal law and procedure and other relevant areas.
13. Cross train and assist other staff members with duties as needed.
14. Perform legal research and writing necessary for the preparation of court and other documents.
15. Work collaboratively with support staff to delegate non-attorney work in a timely manner.
16. Draft and review resolutions, forms, policies, and procedures, and other documents.

17. Maintain case and research files according to established office systems and follow general office and archival procedures.
18. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited law school.
- Member in good standing of the Washington State Bar Association in good standing.
- Member of the Lummi Nation Tribal Court Bar in good standing or able to become a member within the first 7 days of employment.
- 1 year of active, relevant Indian law experience preferred.
- 1 year familiarity with Native American Culture preferred.
- 1 year Native American Law experience preferred.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Good working knowledge of tribal, federal and state law pertaining to Native Americans.
- Knowledge and understanding of the Native American Community and its people, including traditions and customs, and willingness to learn about the Lummi community.
- Litigation skills.
- Excellent legal research skills and the ability to prepare legal memoranda and pleadings, and other documents per tribal, federal and state court rules and laws.
- Excellent writing and oral communication skills.
- Ability to manage highly confidential information and ORA matters with professionalism, unquestionable integrity, and maintain strict confidences at all times.
- Excellent judgment and good decision-making abilities.
- Proficient using Word, Excel, Outlook, Access, Full Court, PowerPoint and other computer software.
- Ability to organize and maintain clear, concise and accurate records, and adhere to office policies and procedures.
- Ability to timely and fully prepare cases in advance of court appearances.
- Ability to use discretion and keep the Legal Director informed of high profile matters, and identify other matters requiring communications.
- Ability to work flexible hours, and be dependable,
- Ability to work well with people in highly emotional and adversarial situations.
- Ability to speak clearly and intelligently.
- Ability to establish and maintain effective working relationship with Tribal officials, supervisor, coworkers, tribal members, and the general public.
- Ability to work independently and as a cooperative team member within the ORA and the Nation.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Must be trustworthy, dependable, and able to work flexible hours.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, **application, cover letter, resume, short writing sample & reference letters** no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.