



Lower Elwha Klallam Tribe  
2851 Lower Elwha Road  
Port Angeles, WA 98363  
360.452.8471

## **JOB ANNOUNCEMENT: ASSOCIATE TRIBAL ATTORNEY**

The Lower Elwha Klallam Tribe seeks a full-time Associate Tribal Attorney for its on-reservation Office of Tribal Attorney (“OTA”). This is a new position, to join the two current Attorneys plus the Prosecutor and Paralegal. OTA was established in 2008, and has taken on most of the workload formerly performed by outside counsel. The Associate serves under the supervision of the Tribal Attorney, with a high degree of autonomy, which allows significant opportunity to help shape the strategic legal planning of the Tribe.

**Nature of Practice:** Duties include all matters pertaining to representation of the tribal government, including: advice to and representation of the Tribe, its officers and entities including in tribal, federal, and state courts, administrative tribunals, and before federal and state legislative bodies and agencies; drafting of ordinances, regulations, and policies; negotiation and review of intergovernmental agreements, contracts, and commercial transactions.

**Qualifications:** J.D. degree from an accredited law school and current membership in good standing in a State or DC Bar (preferably Washington State), with ability to gain admission to the Washington State Bar ASAP; 5-8 years as a practicing attorney (but will consider fewer years’ experience); civil litigation in federal, tribal and state courts; Indian law and tribal government representation; strong analytical, writing, research, negotiation, and oral advocacy skills; and an ability to thrive in an interdisciplinary and cross-cultural work environment. Also subject matter experience in the following areas: economic development, including commercial transactions, cannabis, gaming; health services; employment/personnel administration; public benefits; real estate; taxation; natural and cultural resources.

**Location:** Lower Elwha Reservation, about five miles west of Port Angeles, WA, on the Strait of Juan de Fuca adjacent to Olympic National Park and approximately 85 miles west of Seattle. Lower Elwha is a Treaty Tribe under the 1855 Treaty of Point No Point, with a current membership of roughly 900 and a 1,000-acre land base. Flexible work scheduling with some remote work from home possible, but candidate must be willing to relocate to Port Angeles area.

**Salary/Benefits:** Salary DOE. Full-time compensation includes medical and dental, retirement savings plan, and other fringe benefits. Lower Elwha is an Indian preference employer. Relocation costs are negotiable.

**Background Check/Pre-Employment Drug and Alcohol Screening:** This position is subject to the Tribe’s standard criminal background check for sensitive positions and drug and alcohol screening.

**Indian Preference in Hiring:** This position is Indian Preference in hiring, in Accordance with P.L. 93-638 as modified by tribal policy, with preference applied in the following manner: (1) Lower Elwha Klallam Tribal Members; (2) members of other federally recognized Indian Tribes; and (3) other applicants.

**Application/Closing Date:** Submit a cover letter, current resume, at least three professional references, and a legal writing sample to OTA’s Paralegal at [anne.ronan@elwha.org](mailto:anne.ronan@elwha.org). Open until filled. Please apply by November 15, 2021, to ensure priority consideration. Applications submitted after that date may also be considered.