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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913*



**JOB DESCRIPTION**

**POSITION:** Assistant General Counsel/Assistant Prosecutor

**DEPARTMENT:** Tribal Government

**LOCATION:** Lac Vieux Desert Tribal Administration Office

**EMPLOYMENT:** Full time

**SUPERVISOR:** General Counsel/Prosecutor

**SALARY/PAY RATE:** \$85,000-\$105,000

**DESCRIPTION:**

Under the direction of the General Counsel, the Assistant General Counsel provides legal services and representation to the Tribe, its agencies, and its enterprises in a broad variety of matters, including contract law, employment law, administrative law, real estate matters, Indian gaming regulation, taxation, tribal jurisdiction, environmental law, cultural resource preservation, child welfare, and legislation.

Under the supervision of the Tribal Prosecutor, will perform work of complex difficulty involving the prosecution of all domestic violence, sexual assault and stalking cases in Tribal Court, providing information and guidance to police officers in the areas of proper law and procedure, and will aid in the creation of an education program for tribal and local police officers regarding the effective investigation of domestic violence, sexual assault and stalking cases involving Native Americans.

Occasional travel within and outside Michigan will be required.

### **ASSISTANT GENERAL COUNSEL RESPONSIBILITIES:**

1. Assist in the provision of legal advice to the Tribal Council, subordinate tribal boards and committees, governmental departments and agencies, and tribal enterprises regarding the tribal governmental and business affairs;
2. Assist in the negotiation and drafting of intergovernmental agreements and contracts for services and goods, and commercial development agreements;
3. Assist with litigation at the trial and appellate levels in federal, state, and tribal courts and in administrative and private forums;
4. Assist with drafting tribal legislation, resolutions, administrative rules and regulations, charters and other documents and instruments to establish and develop governmental and commercial entities.
5. Assist with the development of regulatory and other tribal governmental programs and the coordination of those programs with federal, state, and local counterparts;
6. Monitor federal, state, and local legislation and political affairs, report on matters of interest to tribal leadership, and provide advice regarding proper possible responses and courses of action;
7. Assist in protecting and asserting the rights of the Tribe under the Native American Graves Protection and Repatriation Act, the National Historic Preservation Act, the Archeological Resources Protection Act and other federal and state laws to preserve the cultural resources of the LVD community and related indigenous groups;
8. Assist with personnel issues, employment disputes and other personnel matters and work with the tribal leadership regarding the development of policies and procedures for implementing improvements in human resource management;
9. Assist LVD in its efforts to fulfill its governmental responsibilities regarding environmental protection and coordinate with federal, state, and local environmental agencies regarding tribal environmental concerns,; and
10. Assist in coordinating the work of outside counsel for LVD.

### **ASSISTANT PROSECUTOR RESPONSIBILITIES:**

1. Vertical prosecution of all domestic violence, sexual assault and stalking cases in Tribal Court
2. Collaborate with Tribal victim advocate and domestic violence victim advocate to provide empowerment for victims and effective witness management
3. Vertical or collaborative prosecution of other criminal cases on behalf of the Tribal Prosecutor
4. Provide call coverage for prosecutor's office to provide information and guidance to tribal police officers
5. Attend, at minimum, bi-monthly education related to the investigation or prosecution of domestic violence, sexual assault and stalking

6. Collaborate with tribal police officer to create education program for tribal and local police regarding domestic violence, sexual assault and stalking involving Native Americans
7. Collaborate with Tribal Prosecutor to codify Tribal Victim's Rights

The responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. All of the duties listed above may not be assigned, nor do the examples cover all duties which may be assigned.

**MINIMUM QUALIFICATIONS:**

1. 3-5 years experience as a practicing attorney in one or more legal fields relevant to the responsibilities described above;
2. Licensed and member in good standing of the State Bar of Michigan or must become licensed following the next available bar exam;
3. High level of written and oral communication skills and superior ability to advocate and persuade;
4. Exceptional ability to think on feet to identify and analyze legal issues and present legal theories;
5. Demonstrated commitment to work the hours necessary to maintain deadlines;
6. Thorough knowledge of and commitment to professional ethics, particularly those rules that relate to the representation of governments and other organizations;
7. Ability to be admitted to practice in Lac Vieux Desert Tribal Court
8. Proficiency in legal research techniques, superior electronic and library research skills, and thorough knowledge of legal and other resources;
9. Proficiency in MS-Word and other word processing and document preparation programs;
10. Valid state driver's license and able to meet minimum insurance requirements for the use of Tribal vehicles; and
11. Employment is contingent upon the satisfactory completion of a criminal background investigation and submission to drug and alcohol testing by urinalysis.

**PREFERRED QUALIFICATIONS:**

1. Demonstrated commitment to Indian affairs as shown through significant experience working with Indian tribes or in the area of Indian affairs.
2. Wisconsin Bar License (in addition to a Michigan Bar license).
3. Experience prosecuting crimes in Indian Country
4. Experience prosecuting domestic violence, sexual assault and stalking cases
5. Knowledge of Lac Vieux Desert tribal traditions and customs
6. Willing to work evenings, weekends or holidays as needed

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by the Tribal Council:**