

## **Job Announcement**

**Position Title:** Deputy Solicitor General

Location: Solicitor General

Reports to: Solicitor General

Grade Level: E14

**Opening Date:** December 20, 2022

**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 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; drafting bills for legislative consideration, and assisting the Solicitor General in managing the affairs and duties of the function of Solicitor General.

### **QUALIFICATIONS:**

- Graduate of an American Bar Association approved law school with a J.D. degree.
- Three (3) to five (5) years of experience in American Indian law and court systems preferred.
- Member in good standing with the State Bar of Minnesota, if presently licensed within the jurisdiction.
- Must possess a license to practice law in the State of Minnesota, and therefore must present either the above-referenced Certificate of Good Standing or a copy of a completed and pending Application for Admission to the Bar of Minnesota.
- Knowledge of legal principles, practices, and proceedings and of laws, regulations and rules, relating to the Band.
- Ability to plan, assign, and/or supervise 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.
- A high degree of familiarity with Indian legal system and court system is vitally important in this position.
- Must have a valid driver's license and be insurable under the Band's Auto Insurance Policy.
- Must pass a pre-employment drug & 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.
- 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.
- Other duties as assigned.

**Submit resume, cover letter, and employment application to:  
Mille Lacs Band of Ojibwe, Attn. Employment Coordinator  
43408 Oodena Dr., Onamia, MN 56359  
Fax # (320) 532-7492 or e-mail to [hr@millelacsband.com](mailto:hr@millelacsband.com)**