

Associate Attorney Job Description

ABOUT THE FIRM:

Rosette, LLP is a leading majority-Indian owned national law firm representing tribal governments and tribal businesses with offices in Arizona, California, Michigan, Oklahoma and Washington, D.C. We have a national reputation for representing tribal clients to achieve success both inside the courtroom and out. Our dynamic approach and practice area diversity is unparalleled for a firm our size. Because our goals of maximizing sovereignty to ensure the self-sufficiency and self-determination for all Indian tribes is aligned with our clients, we are able to promote the economic and political resources our clients require to support their communities and preserve their sovereign status. We specialize in federal law and its application to tribes, tribal business, complex litigation, government negotiations, financial transactions, tribal housing, land use and planning, human resource management, tribal energy development and representation related to internal tribal governance matters. We represent tribes and tribal businesses across the United States.

BASIC FUNCTION:

Responsible for providing all legal services as assigned by the partners, lead attorneys, and clients

RESPONSIBILITIES:

1. Provide counsel and legal services to clients as well as represent clients in a professional manner while maintaining express confidentiality.
2. Participate in business development functions (trade shows, seminars, etc.) to maintain and build client relationships as well as expand business.
3. Travel to off-site meetings with prospective and current clients as needed.
4. Apply knowledge of business issues, legal procedures, cases, statutes, and other regulatory authority to effectively counsel clients.
5. Communicate with opposing attorneys through personal contact, telephone/email and facsimile to expedite cases to closure.
6. Conduct legal research by preparing legal memoranda and necessary pleadings required in all aspects of state, federal and tribal litigation matters on an as needed basis.
7. Appear at hearings and trials as needed and/or assigned.

8. Draft tribal codes, regulations, agreements, analyze and review legal documents as needed.
9. Interface with clients on a continuous basis.
10. Comply with all court and state bar licensure obligations.
11. Comply with firm employee handbook and other processes.
12. Perform other related duties as assigned.

SKILLS:

Oral Communication Skills
Written Communication Skills
Technical Communication
Interpersonal Relations
Diplomacy
Organization
Professionalism
Project Management
Presentation
Time Management
Computer Literacy

EDUCATION/TRAINING:

Degree: Juris Doctorate from an ABA Accredited University
License: Michigan bar licensure

OTHER REQUIREMENTS:

Driver's License
Completion of personality assessment
Writing sample
3-5 Years of Practice

Please submit the following to Scott Funke at sfunke@rosettlaw.com:

- Cover Letter
- Resume
- Official/Certified Law School Transcript
- Certificate of Good Standing from State Bar
- Writing Sample