

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title: Staff Attorney**

**Department: Legal Office**

**Hourly Rate: Negotiable (DOQ) Full Time - 40 Hours**

**Exempt: Yes / Salaried**

**Supervisor: Lead Attorney**

Posting Date: In-House

Opens: June 29, 2020

Closes: July 6, 2020, at 4:30 pm

Posting Date: Public

Opens: July 7, 2020

Closes: Open Until Filled

**Posting Date: Public**

**Opens: June 28, 2021**

**Closes: Open Until Filled**

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## **Application Requirements:**

- Must submit complete Bad River Tribal Application and Resume
  - Transcripts
  - Salary requirement
  - 3 letters of recommendation
  - Writing sample and
  - Copy of Wisconsin Start Bad Admission
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**Summary:** The Staff Attorney works with the tribal government in all areas of Tribal law and Federal Indian law.

## **Essential Duties and Responsibilities**

Advising on issues involving the delivery of government services to Tribal members, including jurisdiction, tribal property, civil rights, environmental law, and interpretation of social and family services and health services. Responsibilities may range from reviewing and editing to the provision of brief counsel and services to tribal government programs, representing the Tribe in Tribal, state, and federal court, to advising and developing codes and policies for tribal government decision making.

**Qualification Requirements** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position must be self-motivated and able to work with minimal direction.

## **Educational and/or Experience**

### **Required: Training and Licenses**

Juris Doctor degree from an accredited law school.

Active license or eligibility to sit for the Bar Exam to practice in Wisconsin and active license or eligibility to sit for Bad River Tribal Court Bar exam.

### **Experience**

Demonstrated knowledge of Federal Indian law with a minimum of two years of experience practicing law or the equivalent school practicum work.

### **Preferred**

Knowledge of the culture and traditions of the Bad River Band of Lake Superior Chippewa, or other Tribes with similar cultures and traditions.

### **Other Skills and Abilities**

#### **Required**

This is a required driver position.

Must possess a valid Wisconsin driver's license and meet eligibility for Tribal Insurance.

Ability to exercise initiative and good judgment in achieving goals of the Tribal government.

A willingness to assume a varied caseload.

Strong work ethic and able to work nights when the Tribal Council and committees meet.

#### **Background Check**

This position is contingent on the ability to pass the required background check. This position requires a driver's record check, to meet eligibility for Tribal Insurance.

#### **Language Skills**

Excellent writing, speaking, and interpersonal skills.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

#### **Working Environment**

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The traditional ceremonial use of tobacco, sage, cedar, and sweetgrass. The noise level in the work environment is usually moderate.

**Drug Free Workplace Act in accordance with the Drug Free Workplace Act of 1988 P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

For an electronic copy of the Tribal Application, please contact the HR Manager at [hrmanager@badriver--nsn.gov](mailto:hrmanager@badriver--nsn.gov)

#### **Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

#### **Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)