



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **General Counsel – Office of the Ogema (1 - Full Time)**

Summary: General Counsel provides legal advice, guidance, direction, and representation to the Executive Branch on a wide range of issues affecting the Little River Band of Ottawa Indians Departments; including written legal opinions, research, and general support to the Executive Branch. General Counsel is expected to maintain confidentiality of all privileged communications and information.

Employment Qualifications: Minimum Necessary Qualifications -

- a Juris Doctor degree from an ABA-accredited law school; and
- a minimum of five (5) or more years of law practice experience in-house for the legal department of a federally recognized Indian tribe or at a law firm with a substantial Indian law practice; and
- a substantial working knowledge of Federal Indian Law as well as the internal legal and executive practices of tribes; and
- possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy; and
- a current license to practice law in any state and eligible to obtain a license to practice in the State of Michigan; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Pay Grade: E8

Hiring Range: \$75,545.00 - \$120,217.00 - **Commensurate with Verified Qualifications**

Status: Exempt, Bi-weekly pay

Background Check: Extensive

Application Instructions:

Obtain an application form and a copy of the position description by visiting our website www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov

To apply, please submit completed LRBOI application, cover letter, resume, copy of degree transcripts, a copy front/back of Driver's License, Copy front and back of Tribal ID (if applicable) and a copy of your current license to practice law; to:

LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660
fax: (231) 331-1233; Email: apply@lrboi-nsn.gov

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Posted – 12/15/2022

Remove - 12/29/2022