



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Legal Intern(s)** – (Legal Intern Program – Unified Legal Department)
Temporary/Part-time – 89 days in length – minimum of 20 hrs. expected per wk.

Summary: Intern(s) will work closely with the Unified Legal Department (ULD) in several clearly defined projects to be completed. The Intern(s) will assist the ULD in its role as in-house legal counsel to the Little River Band of Ottawa Indians. The ULD provides legal services and representation to the Tribal Government and its Enterprises, including Elected Officials, Departments, Commissions, and the Little River Casino Resort. This position is temporary and **could be full-time or part-time, but will last no more than 89 calendar days**. The department is willing to accommodate a flexible schedule but wants a minimum commitment of 20 hours per week. Hours worked should conform to a schedule of Monday through Friday from 8 am to 5 pm.

Employment Qualifications: *A qualified candidate offers the following:*

- Must currently be enrolled in an accredited law school; and
- Must **not** currently be subject to any disciplinary action by an institution or entity, including but not limited to any education or law enforcement agency; and
- Must successfully pass a drug screen and background check. The Tribe adheres to a drug-free workplace policy; and
- Must possess a valid state driver license and be insurable under the Tribe's insurance policy.

Interested Applicants should submit the following documents:

- A cover letter highlighting your interest in Federal Indian Law; and
- A current resume; and
- A copy of your law school transcript; and
- A writing sample (optional, but recommended).

"Indian Preference is applicable in accordance with Ordinance #15-600-02"

Pay Grade: NE - Intern

Hiring Range: \$15.00 - \$17.50

Status: Non-exempt, Hourly, Bi-Weekly pay

Application Instructions:

Obtain an application form by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Drive, Manistee, MI 49660

Phone: (231) 398-6859; Email: jobs@lrboi-nsn.gov or www.lrboi-nsn.gov.

To apply please submit completed application, cover letter, law school transcripts, optional writing sample and resume, by US mail to:

Little River Band of Ottawa Indians, Attn: Unified Legal Department, 2608 Government Center Drive, Manistee, MI 49660

Submissions may also be sent via email to the Unified Legal Department: UnifiedLegal@lrboi-nsn.gov.

Deadline: Applications will be reviewed on a revolving basis beginning December 1, 2019; until the position(s) is filled.

Conditions of employment with the Little River Band of Ottawa Indians Tribal Government include: passing a pre-employment drug test and background investigation. The Tribe adheres to a drug-free workplace policy.