



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Legislative In-House Counsel – Tribal Council - Contractual (1 - FT)

Summary: The legislative In-House Counsel provides legal advice, guidance, direction, and representation to the Tribal Council on a wide range of issues affecting the Little River Band of Ottawa Indians in the preparation of legislative actions, written legal opinions; including written legal opinions, research, and general support to the Tribal Council. Legislative In-House 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 one (1) to three (3) years or more 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
- A current license to practice law in any state and eligible to obtain a license to practice in the State of Michigan within twelve months of the date of hire; and
- Be admitted to the Little River band of Ottawa Indians Tribal Court within ninety (90) days of the date of hire; 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: \$81,702.00 - \$130,013.00 - **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 Tribal Council - Speaker at:

*LRBOI Tribal Council, 2608 Government Center Dr, Manistee, MI 49660
phone: (231) 398-6859; Email: tammyburmeister@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 and a copy of your current license to practice law; to:

*LRBOI Tribal Council, 2608 Government Center Dr, Manistee, MI 49660
fax: (231) 331-1233; Email: tammyburmeister@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 Tribal Council.

Posted – 09/06/2024

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