



## 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](http://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](mailto: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](mailto: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 – 04/09/2024**

**Remove - Until Filled**