



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Tribal Staff Attorney - Unified Legal Department
(1 - Full Time – Contractual)

Summary: The Tribal Staff Attorney is a member of the Tribe's unified Legal Department. The principal duty of the Tribal Staff Attorney is to provide in-house legal services to the Tribe. The duties and obligations of the Tribal Staff Attorney are primarily governed by the Tribe's Unified Legal Department Act of 2015 ("Act")

Employment Qualifications:

Minimum Necessary Qualifications

- J.D. Degree from an ABA-accredited law school; and
- One (1) or more years of law practice experience with a law firm, legal department, non-profit, or legal services organization; and
- a working knowledge of Federal Indian Law; and
- a current license to practice law in any U.S. state, and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a post-offer drug screen and background investigation.

Pay Grade: E8 **Hiring Range:** \$75,545 - \$100,182 – Commensurate with Verified Qualifications
Status: Exempt - Contracted, Bi-Weekly pay **Background Check:** Extensive

Application Instructions:

Obtain an application form on the Tribe's website and request a copy of the position description 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, transcripts for JD Degree from an ABA-accredited law school, any/all licensure(s) and/or certifications required/relevant for position, resume, copy of Driver License front/back, a copy of current license to practice law in Michigan and a copy of Tribal ID (if applicable), to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@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.

Tribal Member Posting Period – 10/14/2021 through 10/29/2021

General Posting Period – Subject to outcome of Tribal Member selection process.