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](http://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.**