



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Legislative In-House Counsel – Tribal Council**

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 Anishnabek Nation; in regard to preparation of legislative actions, written legal opinions, research, and general support to the Tribal Council. The Legislative In-House Counsel is expected to maintain confidentiality of all privileged communications and information.

Employment Qualifications: Minimum Necessary Qualifications -

In order to be considered for this position, a candidate must possess:

- a Juris Doctor degree from an ABA-accredited law school
- a minimum of one (1) or more years 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.
- a substantial working knowledge of Federal Indian Law as well as the internal legal and legislative practices of tribes.
- possession of a valid Driver's License throughout employment and being insurable under the Nation's insurance policy.
- a current license to practice law in any state and eligible to obtain a license to practice in the State of Michigan.*

*The person chosen for this position must obtain licenses to practice law in Michigan within twelve (12) months and be admitted to the Little River Band of Ottawa Indians Tribal Court within ninety (90) days of the date of hire.

In addition, a successful candidate will possess and demonstrate proficient verbal and written communication skills, organizational skills, project management skills, presentation skills, legal research and reasoning skills, excellent judgment and critical thinking skills, interpersonal and teamwork skills, an unwavering attention to detail and accuracy, the ability to work cooperatively with other Tribal employees, the ability to work independently, the ability to manage multiple tasks and assignments at once, and a strong commitment to confidentiality.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E8 Hiring Range: \$75,545 - \$120,217 - 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 or more information 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, resume, transcripts for degree, any/all licensure(s) and/or certifications required/relevant for position, Copy of Tribal ID (if applicable), and copy of driver license front/back to:*

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231)331-1233; Email: apply@lrboi-nsn.gov .

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.

Incomplete submissions will not be considered

For further information, please contact the LRBOI HR Department.

Posted – 08/22/2022

Removal – 09/05/2022