

# KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

2020 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
GARY F. LOONSFOOT, JR., Vice President  
KIM KLOPSTEIN, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.  
EDDY EDWARDS  
DALE F. GOODREAU  
RANDALL R. HAATAJA  
SUSAN J. LAFERNIER  
RODNEY LOONSFOOT  
DON MESSER

## ASSISTANT TRIBAL ATTORNEY

**ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT**

- Completed Keweenaw Bay Indian Community application
- Current Resume' with GPA
- Personal Statement/ Cover Letter
- Graduate and Undergraduate Transcripts
- Three (3) samples of legal writings
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Beth Fish, Personnel Director  
107 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

"Home of the Midnight Two-Step Championship"

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## POSITION ANNOUNCEMENT

**POSITION:** Assistant Tribal Attorney

**LOCATION:** Keweenaw Bay Indian Community Tribal Center  
Baraga, Michigan

**SUPERVISORY CONTROL:** Tribal Attorney

**SALARY:** Negotiable – Dependent on work experience

### **QUALIFICATIONS:**

- Juris Doctor from an accredited Law School
- Must be a member in good standing of the State Bar of Michigan, or commitment to secure membership.
- Eligible for admission to practice before the Federal Bar, or commitment to secure such eligibility.
- General knowledge of the law with an emphasis on applicable current case law, statutes, and regulations relating to Indian tribes. Knowledge of and experience with the operation of court systems. Individuals with experience in Indian law and litigation desired.
- Excellent oral and written communication skills must work effectively with other people at a variety of ages and levels, competency in various computer programs, and able to work independently to get a project completed.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

**INDIAN PREFERENCE:** Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:** Preference will also be given to qualified Veterans (DD214 required).

### **DUTIES AND RESPONSIBILITIES:**

Assist the prosecutor for the Keweenaw Bay Indian Community, and perform general in-house duties for the Keweenaw Bay Tribal Council as directed.

Provide legal advice and assistance to the Keweenaw Bay Tribal Council, tribal administrators, program, and enterprise directors/managers.

Prepare legal documents.

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Act as an agent of the Tribal Council in various transactions.

Provide counsel and representation regarding issues such as treaty rights, taxation, environmental, employment, Indian gaming, and civil regulations.

Represent Tribal Council in court and before quasi-judicial or administrative agencies.

Provides legal counsel and representation on Indian Child Welfare matters.

Maintain and revise the Tribal Code. Draft, review, revise, and act as a consultant regarding tribal legal codes and legislation.

Review and assist in the revision of personnel manuals, policies, and procedures to ensure compliance with tribal and applicable federal laws.

Review contracts for legal sufficiency.

Advise committees relative to economic and financial development, environmental concerns, employee benefits, and employment policies.

Perform other related duties as assigned by the Tribal Attorney.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

Date of Distribution: November 2, 2020

Closing Date: November 17, 2020 @ 4:00 p.m. or until filled

TERO Approval: <u>Debra J Picciano</u> Reviewed for barriers only! Date: <u>11/2/2020</u>
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