

## **STAFF ATTORNEY**

**Open:** August 8, 2011

**Close:** When Filled

**Salary:** DOQ - Attorney Salary Scale + Benefits

### **Position Summary**

The Tribe seeks applicants for an attorney position in its in-house Legal Department at the Tribal headquarters in Tacoma, Washington. Tribal attorneys are paid on a competitive salary scale and have a supportive work environment. Employment with the Tribe provides a full range of benefits including health and dental insurance, paid vacation and holidays, 401(k) plan including employer contribution, payment of bar dues and CLE costs.

### **Essential Duties and Responsibilities**

1. Provides legal advice to departments of Tribal government, including its governing body the Puyallup Tribal Council and to management of the Tribe's casino business, the Emerald Queen Casino.
2. Prepares and reviews contracts and other documents.
3. Negotiates agreements on behalf of the Tribe.
4. Represents the Tribe in litigation and administrative proceedings.
5. Drafts and revises Tribal codes and ordinances.
6. Conducts legal research concerning Tribal, Federal and State Law.
7. Participates in planning and strategy sessions.
8. Performs other duties as assigned.

### **Qualifications**

#### **SUPERVISORY RESPONSIBILITIES**

Although this position does not have official supervisory responsibilities, the attorney acts as co-counsel with and provides assistance to other attorneys in the office on topics within the attorney's experience and expertise.

#### **QUALIFICATIONS AND REQUIREMENTS'**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

Law degree (Juris Doctorate) from an accredited law school. Experience and knowledge using word processing and Westlaw.  
*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

#### **Language Skills**

Employee must demonstrate the ability to:

- Interact tactfully and positively with the Tribal Council, with all levels of staff, with Tribal members, and with opposing parties;
- Maintain confidentiality;
- Read, analyze and interpret common professional journals, and legal documents
- Write reports, legal correspondence, and pleadings for litigation;
- Effectively present information and respond to questions to and from the Tribal Council, employees, and other individuals and groups;
- Advocate on behalf of the Tribe in a variety of settings;
- Solve practical problems and deal with a variety of variables in situations where limited standardization exists.

#### **Licenses or Certificates**

Must be a Washington State Bar Association Member or pass the Washington State Bar exam at next opportunity after hire. Must have a valid Washington State driver's license, and pass background check.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires the ability to operate a personal computer, multi-line telephone, and to use common electronic media.

Requires the ability to read, write, communicate, and interpret information accurately in English.

Requires the ability to concentrate and consistently produce accurate work.

While performing the duties of this job, the employee is frequently required to sit, reach with hands and arms, talk and hear.

The employee occasionally is required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level is low to moderate.

The physical exertion is low to moderate.

Work is performed in an office setting.

Position may be stressful at times due to the sensitive or confidential issues being addressed and the number of assignments and deadlines that are often required.

Must have own transportation for travel to meetings and hearings.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

### **How to Apply**

*Submit application & resume postmarked by the closing date to:*

**Human Resource Department  
Puyallup Tribe of Indians  
3009 E. Portland Ave  
Tacoma, WA 98404**